RARE BOOK AND MANUSCRIPT LIBRARY

1980-1981

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

Rare Book Department----------Rudolph Ellenbogen

Manuscript Department----------Bernard R. Crystal

Bakhmeteff Archive----------Stephen Corrsin

Columbiana Library----------Paul R. Palmer

Introduction

Columbia University's department of rare books was established on July 1, 1930, with trustee approval, to provide the library system with the means of preserving and making available to students and scholars under appropriate conditions the library's growing number of rare materials. By thus forming a special department, Columbia was at the forefront among American universities in preparing for the increase in research resources necessitated by the growth in graduate education. From its beginnings in the 1930s as an assemblage of special collections--which included the E. R. A. Seligman, Stephen Whitney Phoenix, Samuel S. Dale, David Eugene Smith, and George A. Plimpton collections--the Rare Book and Manuscript Library has grown in the half-century to a half-million printed books, fifty thousand drawings and photographs, several hundred thousand pieces of ephemera and more than twelve million manuscripts. It has become one of the major resources for scholarship in the country, thus fulfilling the promise that led to its founding fifty years ago.

The anniversary itself was celebrated in an exhibition, "Fifty Treasures from Fifty Years," which opened in the Low Library Rotunda at the Friends fall dinner meeting on November 6. Anne Whitehouse's cover story, "Rare Pleasures," in the fall issue of Columbia: The Magazine of Columbia University provided a lively account of the history, the resources and the researchers that are unique to our specialized unit of the library system.

Renovation and Building Project. The Rare Book and Manuscript Library has this year embarked on a major renovation and building project that will provide new public areas for the use and display of both books and manuscripts. Renovation and rebuilding will take place on the sixth and eighth floors of Butler Library in areas already occupied by the various parts of the Library or contiguous with those areas. These long-planned and much-needed quarters will provide facilities for the readers and the public, and will include on the sixth floor an exhibition room, rare book reading room and reference room, donor's room and offices for the librarians and staff. The north elevator on the east side will be extended to the eighth floor, providing a public entrance to the new manuscript reading room (currently room 801 Butler Library). The north corridors on the eighth and ninth floors will be remodeled to provide additional shelving and processing areas, and room 833 will be redesigned as offices for the manuscript department.

A major responsibility of the Librarian during the past year has been the raising of funds for the project, estimated to cost $1.3 million. As of June 30, approximately $1 million had been received or pledged, a figure which includes two major individual gifts, that from Alan and Margaret Kempner designated for the exhibition room, and from Corliss Lamont for the rare book reading room. Potential donors who were approached have responded most gratifyingly, sharing our belief that, while Columbia's long standing committment to rare book and manuscripts has been tardy in full realization of the potential, the present project offers the best possibility for improving the University Libraries' standing and image in these areas.

I. Summary of the Year's Work

Friends of the Libraries. The fiftieth anniversary of the founding of the Rare Book and Manuscript Library was celebrated at the fall meeting of the Friends held in the Low Library Rotunda on Thursday evening, November 6. For the occasion an exhibition, "Fifty Treasures from Fifty Years," was mounted and a catalog prepared (see appendix I), which gave recognition to these benefactions made by individual donors and the Friends which strengthened to a high degree our resources for scholarly research. A reception in the Low Library Rotunda on Thursday afternoon, February 5, 1981, opened the exhibition, "Dizzy and Beaconsfield," which commemorated the one hundredth anniversary of Benjamin Disraeli's death, and which displayed first editions, manuscripts, portraits and memorabilia, primarily drawn from the collection donated by Mr. William B. Liebmann. Completing the Friends' 1980-1981 activities, the Bancroft Awards Dinner was held on Thursday evening, April 2, 1981, with chairman Gordon N. Ray, presiding.

Dr. Dallas Pratt, having served as editor of Columbia Library Columns since its founding in 1951, retired from this position during the spring of 1981. The Librarian for Rare Books and Manuscripts was appointed by the Council of the Friends to succeed Dr. Pratt as editor, and Mr. Rudolph Ellenbogen was appointed as assistant editor.

Grants and Projects. Two projects funded by government grants were carried on during 1980-1981. The first of these, funded under the Strengthening Research Library Resources Program of the U. S. Department of Education (Title II-C), was a grant of $35,000 to clean, deacidify, restore, strengthen, and prepare color slides of 1,084 of the most significant American and English literary and art posters in the Engel collection. This project, completed in November 1980, was described, along with four similar projects in the other distinctive collections, in the publication The Libraries: Research Materials Preservation and Access, and is reviewed elsewhere in this annual report by Mr. Ellenbogen.

The second project, supported by a grant of $158,085 from the National Endowment for the Humanities, is for the processing, cataloging and description of the Bakhmeteff Archive of East European History and Culture. An archivist and bibliographic assistant have been hired for the thirty-month project, and as of June 30 (approximately nine months after the start of the project) work on 114 collections and approximately 152,000 items has been completed. Mr. Corrsin has reviewed the project in greater detail elsewhere in this annual report.

Gifts. The total appraised and estimated value of gifts in kind reached a record $677,276, which is nearly $70,000 more than the former record which was achieved in 1976-1977. Included in the 192 separate donations were approximately 728,729 manuscript items and 2,433 books. Prominent among the collections acquired are the William Russell Grace Papers, the Charles Ascher Papers, the Michael Florinsky Papers, the Mrs. Ray Schuster family gift of papers of the publisher, M. Lincoln Schuster, the Ella Winter Papers, the Sophie Grynberg bequest of Nabokov and Edmund Wilson letters and inscribed first editions, additions to the James Oliver Brown Papers, the William J. McGill Papers, the records of the Alexander Hamilton Publication Project,

the Virgil Thomson literary manuscripts, the first installment of the library of the late Professor Ralph Rusk received from his widow, and the Willa Cather collection of first editions donated by Mrs. Solton Engel. These donations and all other notable acquisitions received during the year have been described in "Our Growing Collections" in each issue of Columbia Library Columns. The number of manuscript items acquired represents a 7% increase in our total holdings, which now stand at 11,070,249 items.

In addition, the Bakhmeteff Archive recorded gifts totaling $36,945, which included 9,614 letters, manuscripts, photographs and memorabilia.

Purchases. $73,755 was expended for the purchase of 120 rare editions, 8 collections of papers and printed materials, and 40 individual manuscripts and autograph letters. Of this amount $62,146 represented budgeted funds (including binding, periodical and appraisal allotments totaling $8,500). In addition, $11,630 was expended from the duplicates fund, which made possible the acquisition of 28 volumes, 5 manuscripts, and 2 collections of papers.

Exhibitions. Our annual program of public exhibitions, prepared and installed by Alice Schreyer, reference librarian and bibliographer in the Rare Book Reading Room, displayed on the third floor of Butler Library and the Rotunda of Low Memorial Library, included the following exhibits:

Butler Library

Belgian Art Books and Prints Exhibited on the Occasion of the 150th Anniversary of the Country. June 20 - Sept. 16, 1980.
Gifts 1980. Sept. 19 - Dec. 12, 1980.
Posters by Edward Penfield. Dec. 15 - Feb. 13, 1981.
Gerhart Hauptmann: His Career and his visit to Columbia in 1932. Feb. 26 - May 31, 1981.
Benjamin Disraeli Centenary. June 15 - Sept. 16, 1981.

Low Rotunda

Fifty Treasures from Fifty Years: An exhibition commemorating the fiftieth anniversary of the Rare Book and Manuscript Library. Nov. 6 - 26, 1980.
Dizzy and Beaconsfield: An exhibition marking the centenary of the death of Benjamin Disraeli. Feb. 6 - 27, 1981.
A Selection of Medieval and Renaissance Manuscripts at Columbia University. March 31 - April 11, 1981.
Perspectives on Jewish Messianism: An exhibition of Rare Books and Manuscripts from the Judaica Collections of the Columbia University Libraries. April 13 - 24, 1981.

The "Fifty Treasures from Fifty Years" exhibition was opened at the time of the fall dinner meeting of the Friends on November 6, 1980. It featured the most important books, manuscripts and letters and art works acquired during the fifty years since the founding of the Rare Book and Manuscript Library on July 1, 1930. A catalog, an eight-page folding leaflet, was printed for distribution to Friends, donors, and other interested individuals, and funded jointly by the Rare Book and Manuscript Library and the Service Program Development Office.

Books, manuscripts and art works were lent to the following institutions for major exhibitions: the Delaware Art Museum; the Grolier Club; the Grey Gallery at New York University, and the Nickle Arts Museum at the University of Calgary, Canada.

Staffing and Training. The permanent professional staff of the Rare Book and Manuscript Library has remained stable, a factor that has contributed to the high level of service given to our patrons and the continuing good relations we experience with our donors. In October Mrs. Olha della Cava was appointed as project archivist under the grant received from the National Endowment in the Humanities and described more fully elsewhere in the report. Miss Susan Summer was appointed full-time bibliographic assistant under the same grant.

Future Prospects. Some of our most serious problems, outlined in earlier reports, remained with us during the past year: instability in the air conditioning in the Butler Library Stacks; the high level of arrearages of uncataloged books; an inadequate number of staff members, and the lack of time to give consistent and proper care to the collections, such as lactating and oiling; and decrease in the number of volumes bound by the commercial binder and in the local library bindery. The proposed new quarters for the Library, described above, will significantly improve our facilities and the services we provide for students and scholars in the areas for which we have primary responsibilities for the library system.

The new quarters, our increased resources, and the demands upon these resources have exerted significant pressure on our existing professional staff. Use of the manuscript collections and archives continues at a high rate, and acquisitions have increased each year during the past decade from 5% to 10% due largely to the needs and recommendations of the teaching departments and professional schools. This has placed considerable strain on the current small professional staff responsible for processing and cataloging, and perforce less registering and inventorying of manuscript collections. If we are to maintain those high standards which students and scholars have come to expect of us we shall have to add another professional position to assist in the processing and cataloging of manuscript collections to make this aspect of our work more efficient and effective.

When the new quarters are completed on the sixth floor for the public rooms of the rare book department, our space for exhibition, reference and reading room operations will increase markedly. The result will undoubtedly be greater use of our facilities by students, faculty, visiting scholars and tour groups, and it will be necessary to provide greater security coverage, additional exhibitions on our new premises (along with those on the third floor of Butler Library), and more sophisticated reference assistance. It will be essential to add another professional position in the rare book department to provide these augmented services during all of the hours we are open for service.

Rare Book Department

Rudolph Ellenbogen

Bibliographic Control. The Rare Book holdings have been increased this year by 3,414 volumes through purchase and gift (including those from Gifts and Exchange and those acquired with nondepartmental funds). Our arrearages--after deducting 1,783 monographs and 142 serials added, 79 volumes added as second copies, 263 duplicates sold, 1,510 volumes sent to other departments and 322 volumes put into collections "not to be cataloged"--stand at 56,137. The number of Rare Book monographs cataloged increased by 656 over the previous year. The increase was primarily the result of the additional work done by an excellent GA/BA.

In an attempt to prepare for the eventual cataloging of the Plimpton collection and to give some subject access to the collection, we have begun creating a shelflist which will be in dewey call number order. Approximately 2,400 cards were typed for the letters A-D.

Reference and Circulation. Nearly 3,000 readers came this year to use 6,597 books and 1,947 manuscripts. Professors Cristiane Andersson, Jane Rosenthal and John Huehnergard brought their classes for lectures on sixteenth century German book illustration, medieval and renaissance manuscripts, and cuneiform tablets. Seminars from the graduate English Department and the School of Library Science also received lectures by members of the professional staff. In addition, the staff prepared exhibits in the reading room for these classes. Exhibits in Low Library Rotunda of Hebrew books and manuscripts organized by Professor Yerushalmi, and of medieval and renaissance manuscripts for the Medieval Academy organized by Professor Rosenthal required many hours of reference work on the part of the professional staff, as did the exhibit organized by Deutsches Haus on Gerhart Hauptmann displayed in the Butler third floor exhibit area. (Exhibits organized and installed under departmental auspices are covered elsewhere in this report.) Many hours of reference work were also devoted to staff members of the Cooper-Hewitt Museum for an exhibit to be shown in the fall entitled "Writing and Reading."

Preservation and Binding.

	1979-80	1980-81
Commercial		
Rare	93	84
Other	79	47
CUL Bindery		
Special repairs	56	2
Special board portfolios	160	69
Regular board portfolios	265	104
Pamphinding	17	15

Preservation and Binding (cont.)

	1979-80	1980-91
Rare Book Processing		
Gaylords	702	489
Lactating & Oiling	0	0

For the fifth consecutive year the number of rare books that have been sent to the fine binder has declined. For FY 1976-77, 169 books were bound or repaired; this year half the number were treated. Other commercial binding of reference materials remains at about the same level. (FY 1976-77 42 v.) Without additional funds, conservation activities already minimal will come to a virtual halt. For the second year no books were lactated and oiled because of a shortage of GA staff. CUL bindery work for the department also decreased.

The past year saw the completion of the Title II-C project for preservation of the Engel Posters. In this project almost 1,000 posters were deacidified, cleaned, restored, and photographed. Many of the larger posters were encapsulated in mylar for additional protection. Approximately 7,500 posters reamin to be restored.

In preparation for the renovation of the Rare Book and Manuscript Library all of the epigraphy specimens were moved during Jume. Many of these, formerly stored on open shelves, have now been placed in boxes for additional protection. New map cases were purchased, enabling us to deframe and safely store the Lincoln and Art Collections in acid free folders.

The importance of proper environmental controls in the preservation of rare books and manuscripts is widely known. The control of the environment during the past year in the Rare Book Room and stacks has been abysmal. During the forty-six days that we were open between 7 July 1980 and 9 September the temperature was 80° or higher on twenty-nine days, and 85° or higher on seven days. During the winter months the temperature was 80° or warmer on twenty-seven days that we were open. On January 12 the temperature dropped to 53°; three days later it was 17° warmer; eight days later on 20 January the temperature reached 81°, 28° warmer. On 27 January the temperature reached 86°, 33° warmer, and the next day it plunged 14°. On twenty-two of the last twenty-six days of FY 1980-81 the temperature was 80° or warmer. In addition, there were numerous other fluctuations in temperature. Unless the environment is brought under control irreparable damage will continue to occur to the materials. For the record it should be pointed out that during the summers of 1976, 1977, and 1979 the temperature never went above 79°. (Summer of 1978 temperatures exceeded 80° four times.) During FY 1979-80 the temperature never went above 80°.

Staffing. For the second consecutive year, GA staff hours allotted have gone unused. Of the 3,000 hours allotted, only 2,364 were used this year, compared with 2,032 last year. During the fall and spring semesters approximately 20% of the hours were unfilled. With such shortages necessary tasks such as lactating and oiling of leather volumes were left undone. In addition support staff and the professional staff are used to accomplish lower level tasks.

Manuscript Department

Bernard R. Crystal

Reference and Circulation Services. The Manuscript Reading Room was very busy this year providing 2,244,948 manuscript items (excluding the Bakhmeteff Archive) to graduate students, faculty, alumni, and free-lance writers. This increase of 836,261 items has pushed use of the materials over the 2,000,000 mark for the first time since 1976-77 when 2,181,102 items were circulated. This year's figure is the highest in our history. During the 1960s annual manuscript use averaged 500,000 items and in the early 1970s the figures started climbing toward the 1,000,000 mark, peaking at over 2,000,000 items in mid-decade. Oral history circulation, on the other hand, declined this year to 2,385 volumes from last year's total of 4,163 volumes. Reader visits continue to remain steady at 1,745 (including the Bakhmeteff Archive), compared with 1,750 for last year.

The use of one collection deserves special mention: the Community Service Society Papers accounted for ten percent of the circulation figures. Twenty-five readers made heavy use of the archives of this important New York City social service agency. Often two or more readers used the collection simultaneously and for extended periods of time. This meant not only heavy traffic in archival boxes back and forth from the stacks but also extensive staff time to refile the large quantities of items removed by readers for photocopying. Indeed, in-person and mail order photocopying increased dramatically this year to 48,704 exposures compared to last year's figure of 26,166 exposures. One year-long project accounting for this increase was that of Professor Paul Neurath, of the University of Vienna, who had a grant to photocopy all items from our Paul Lazarsfeld Papers for the University of Vienna. Other researchers have come for shorter periods with grants that allowed them to work very intensively in our collections and to request extensive numbers of items to be photocopied. The extraordinary increase in requests created a backlog in the spring semester and required us to extend our normally allotted photocopying time from two hours to three hours per day. Even so, the backlog was not reduced by the end of the academic year. This additional time has meant that less time was available to sort, process, and catalog manuscripts because the staff had to spend a larger part of its time photocopying and refiling individual manuscript items.

Bibliographic Control. This year the Manuscript Department added 743,669 manuscript items by gift, purchase, and transfer (excluding the Bakhmeteff Archive), increasing its total holdings from 10,326,580 to 11,070,249 items. The total number of separate and distinct collections rose by 48 from last year's 926 to this year's total of 974. Cataloging of individual letters, manuscripts, and documents (excluding the Bakhmeteff Archive) remained at the same level: 9,174 items this year compared with 9,321 last year. The total number of manuscript items processed (excluding the Bakhmeteff Archive) in 1980-81 was 774,000--an increase of 120,000 items over last year's figure of 654,000. Approximately one-third of the total, 273,800 items, were significant additions to existing collections ranging from 25,000 items added to the papers of the late Professor John H. Randall, Jr., to 98,000 items

added to the archives of the literary agent, James Oliver Brown. The latter represents an increasing trend of regular annual or biannual additions of noncurrent records from the publishers and literary agents whose archives we house. This year also saw the completion of a three-year task of inventorying the School of Library Service records stored in closet C61. A temporary general assistant was hired in the spring semester to pack the files into archival boxes and transfer them to our stacks. Among the records removed from storage were eight separate collections which were processed and described by the staff. Included were the important archives of the New York State Library School and the Library School of the New York Public Library, which are historical links between Dewey's original school at Columbia College and today's modern School of Library Service. The past year has also seen the processing of several other large archival collections such as the American Bureau for Medical Aid to China and the Alexander Hamilton Papers Publication Project. Of particular interest were three trunks discovered in the attic of Fayerweather Hall by a graduate student in the Avery Architectural Preservation Program, which brought us significant additions to the papers of the late Professor Frederic Barry.

Preservation. The heating, cooling, and ventilation of the Butler Library stacks has been erratic for a second year. During the early winter the stacks were underheated; during the later winter the stacks were overheated; when summer arrived the air conditioning and dehumidifying systems did not work at all. This fluctuation in temperature and humidity is most detrimental to manuscripts which require as stable an environment as possible in order to retard deterioration of paper. In June the department was faced with its first major preservation crisis: the Sponable papers on the development of motion picture sound arrived in some fifty cartons after having been stored in a leaky Connecticut garage for more than twenty years. When it arrived we discovered that it was mouldy and infested with insects. Within twenty-four hours Carolyn Harris, the Library's Preservation Officer, prepared an emergency plan of action to contain any insect or mould contamination to the small area of the stacks where the collection was stored. Mary B. Bowling and Audrey Ross dropped all other projects so that they could unpack and clean each individual item and each page of the many research notebooks. This project will consume a great deal of staff time during the coming year to insure that damage to the collection is arrested.

Staff. The staff of the Manuscript Department has continued to perform at a high level and although there have been moments of anxiety when the processing backlog appeared insurmountable, the staff's resilience and high-spirited nature allowed them to forge ahead with their various projects. Ms. Mary B. Bowling juggled a variety of ongoing projects; Henry Rowen reorganized several large collections to accomodate the sizable additions received this year; and Audrey Ross has mastered the art of keeping abreast of photocopying orders. In addition Ms. Bowling was elected Secretary-Treasurer of the Archivists' Round Table of Metropolitan New York and organized the March meeting held at Columbia.

Bakhmeteff Archive Annual Report

Stephen D. Corrsin

Bibliographic Control. In June 1980, the National Endowment for the Humanities awarded Columbia a thirty-month, $158,085 grant to aid in the organization and description of the Bakhmeteff Archive. The project got effectively under way in October 1980, with the hiring of the two additional full-time staff members provided for in the grant: an archivist (Olha della Cava) and a bibliographic assistant(Susan Cook Summer). Along with the curator, the Archive's staff included several student general assistants: Michaël Naydan (since September 1979), Jane Nicklin (December 1979-January 1981), Samuel Starr (February-April 1981), and Philip Swoboda (May 1981 to date).

Collections chiefly from O through S were processed, with a total of approximately 146,489 manuscript and other items; of these items, 5,670 received full cataloging. Among the most important collections arranged and described were the papers of Columbia professor emeritus Michael T. Florinsky; papers of Russian liberal leader and social activist Sofiia Panina (1871-1956); papers of Paul, Prince Regent of Yugoslavia in 1934-1941 (1893-1976); manuscripts of the Research Programs on the USSR and on the History of the Communist Party of the Soviet Union; records of the Russian Children's Welfare Society (Obshchestvo Pomoshchi Russkim Detiam za Rubezhom); and manuscripts of Russian writer Evgenii Zamiatin (1884-1937).

Acquisitions. Approximately 9,614 items, including manuscript materials, photographs, and printed works, were added to the Archive's holdings by gift or bequest. Tho most important new collections included: correspondence of Roman Grynberg (d. 1970), chiefly from Vladimir Nabokov and Edmund Wilson; correspondence and other items of Simon Lissim (1900-81), artist and theatrical designer; playscripts collected by Hungarian-born play broker Edmond Pauker (1888-1962; gift of New York Public Library); and papers of Columbia professor emeritus George Shevelov.

Among important additions to existing collections were correspondence and manuscripts of Michael T. Florinsky; legal publications, chiefly Soviet, from the library of John Hazard, Columbia professor emeritus; and, for the papers of Prince Paul of Yugoslavia, a portrait of Russian diplomat Prince Aleksandr Gorchakov, painted in Vienna in 1855 (gift of Mrs. Harriet Hoptner).

Reference and Circulation Services. Use of the Archive by researchers has continued to grow. In 1980-81, 53 researchers used the Archive's collections, consulting approximately 203,270 items. Comparative figures for 1978-79 and 1979-80 were 30 readers and 41,000 items, and 42 readers and 91,000 items, respectively. Readers, chiefly professors and graduate students, came from several European countries, Israel, Canada, and Australia, as well as from Columbia University and many other institutions in the United States. Collections which were consulted most often included the papers of Grigorii Aleksinskii, Pavel Miliukov, George Vernadsky, Volodymyr Vynnychenko, and the manuscripts of the Research Programs on the USSR and on the History of

the Communist Party of the Soviet Union.

In the area of outreach, the curator spoke to a Russian literature colloquium and to a reference librarians' meeting at the University. He also wrote, for the November 1980 issue of Columbia Library Columns, "The American Red Cross in Revolutionary Russia," using the Thomas D. Thacher and Allen Wardwell collections in the Archive.

Professor Marc Raeff, head of the Archive's Administrative Committee, has advised on the credentials of scholars visiting the Archive, and has also aided the Archive in the area of acquisitions, both locally and in Europe.

Future Plans. The most important item for 1981-82 is the continuation of the arrangement and description of collections, with the aid of the NEH grant. The primary goal of the project, which runs through 1982, is to arrange and describe the collections, thus making them truly accessible for scholars for the first time. The staff also plans, under the grant, to prepare a repository guide (publication of a guide is not, however, provided for in the grant); prepare an exhibit at the end of the grant period; and develop a subject and name index to the collections.

The Columbiana Library

Paul R. Palmer

During most of 1980-81, the Columbiana Librarian has continued to consolidate and improve the rearrangements of the collection resulting from the moves made last summer in the basement in Low Library and from room 209 Low to the fourth floor north gallery. The moves themselves have gone smoothly, but they have necessitated considerable checking and adjustments to make the collection usable and the arrangment logical. For the most part, this has benefited readers with more efficient service, although there is sometimes a delay in delivering material to the reader when the Librarian is on duty alone and material is requested from the fourth floor gallery or from the basement. During much of the year, the Librarian has also worked in the Rare Book and Manuscript Library cataloging the College Papers, as well as processing certain Brander Matthews Dramatic Library materials. The Librarian has continued to give lectures and tours to Columbia students and to visitors from almost every state in the country, as well as to individuals and groups from many foreign countries. The King's College Room continues to be an attraction to people desiring talks about the collection and the history of the University. Most individuals come to Columbiana, however, to do serious research on important Columbia alumni, faculty and administrators. Many are scholars completing research for books and articles to be published in academic journals or campus and New York newspapers. Visual material as well as historical information is sought by these researchers.

Collection development and maintenance: In the current year, the Librarian added 40,800 clippings and pamphlets to the vertical files, and 1,475 photographs and prints. 781 books and 108 serials were also added. Many fine Columbia medals, plates, and other mementoes were also added, the gifts of faculty members, alumni and President Michael I. Sovern and other administrators of the University.

Reference and Circulation Services: 1,692 readers visited the Columbiana Library in 1980-81. This is the number of registered visitors, and does not include numerous faculty members, administrative officers and other University personnel who generally do not register to use the collection, nor does the figure include visitors who drop in to ask routine questions or who wish to look at exhibitions. 1,746 reference questions were answered by the Librarian, and 289 reference letters were written. These figures do not include the assistance given to the offices of the President and Vice Presidents, the University Secretary, reference librarians, deans' offices, the Office of Art Properties, the alumni offices, and the Office of Public Information. The personnel associated with these offices make frequent inquiries and request data regarding the University and persons associated with it. The Librarian also gave considerable assistance to the editors and writers of University publications, such as Columbia, Columbia College Today, Spectator, The Columbia University Record, etc., supplying them with information, photographs, and other graphic material. Several departments and Schools, most notably the School of Architecture, are celebrating anniversaries, and they have requested help in verifying data and locating visual materials concerning their respective records and histories. The

Librarian also advised and assisted a number of departments with the selection and loan of materials, printed and graphic, for a number of publication projects and displays, one being a display set up in the Empire State Building on a semipermanent loan.

Library Operations and Administration: The year has found the Librarian and his part-time assistant occupied with rearranging the shelving, shifting of materials, and shelf-reading due to the major moves mentioned above. These are most important tasks, as they have never been done thoroughly in the history of the collection. These tasks proceed slowly because of limited staff, but they result in dramatic improvement of service and quality of the collection. The Librarian also continues to revise the catalog and shelf list to remove errors or inconsistencies which have accumulated over the years, and he is completing certain sets of periodicals and serials that have long remained incomplete. The Ad Hoc Faculty Committees' readings for Faculty tenure appointments continue to be held on reserve in Columbiana, and the service has, for the first time, been extended into the summer months in addition to the winter and spring periods. The Librarian assisted the office of the Dean of the College and the Columbia University Bookstore in the preparation of various publications that they issued during the year. Similar service is now being extended to the Office of Visitors' Services, which is preparing a new information pamphlet. The Librarian has set up several exhibits in the new case placed in the Library during the current year, and he currently is cooperating with the Alumni Office of the College with an exhibition for the purpose of helping the College to raise funds.

Future Projects: The Librarian looks forward to another year of selective and careful growth and refinement of the Columbiana Library and its collections. It would be desirable to extend the hours of opening to include morning as well as afternoon hours, for the Librarian has frequently been requested by scholars and University administrators to provide assistance and information in the mornings both by personal visits and by telephone. Extending the hours of opening modestly would enable us to give prompt and thorough attention to our specialized clientele.

Appendix

43. **Max Beerbohm.** *The Fabian Society.* Pencil. Signed, dated 1911. 16 x 12½ inches. George Bernard Shaw addressing the Society from the platform, with fellow Fabians seated behind him. *Gift of Mrs. M. Lincoln Schuster.*

44. **Rockwell Kent.** *The Palisades.* Tempera. [ca. 1950]. 26 x 28 inches. An unpublished design for patterned cloth. *Gift of Corliss Lamont.*

45. **George Lumley.** Portrait of Alexander Pope. Oil. Signed, dated April 13, 1750. 21½ x 17½ inches. The artist, a solicitor by profession and a painter by avocation, copied this portrait six years after the poet's death from a painting by William Hoare. *Gift of Robert Halsband.*

46. **Henri Matisse.** Engraved plates for James Joyce's *Ulysses.* [ca. 1934]. 12 x 7 inches. Three steel plates and one copper plate used to print the illustrations for the Calypso, Circe, Ithaca and Polyphemus episodes in The Limited Editions Club edition. *Gift of Helen Macy.*

47. **Alphonse Marie Mucha.** *Job.* Gouache. Signed, [ca. 1896]. 20½ x 15 inches. Original design for the art nouveau poster advertising cigarette paper. *Gift of Solton and Julia Engel.*

48. **Arthur Rackham.** *Little People.* Pen-and-ink and watercolor. Signed, n.d. 14½ x 10½ inches. This wooded landscape with figures of a boy and girl surrounded by elfin figures employs motifs characteristic of the artist's book and magazine illustrations. *Gift of Alfred C. and Madeleine Berol.*

49. **Dante Gabriel Rossetti.** *Tennyson Reading Maud.* Pen-and-ink and sepia wash. Inscribed; signed and dated September 27, 1855, on verso. 7 x 4½ inches. Rossetti sketched this portrait as Tennyson read *Maud* to a group which included Elizabeth Barrett, Arabel and Robert Browning. *Gift of Mary Hyde.*

50. **Joseph Urban.** *Ziegfield Theatre.* Pencil and watercolor. [ca. 1926]. 18½ x 16 inches. Florenz Ziegfield commissioned the architect and theatrical designer Joseph Urban to design this theatre in New York, now demolished, to house the "Follies." *Gift of Mrs. Joseph Urban.*

Entries and annotations prepared by Alice Schreyer; publication coordinated by the Libraries, Service Program Development Office. (9/80) 6C

FIFTY TREASURES FROM FIFTY YEARS

An Exhibition Commemorating the Fiftieth Anniversary of the Rare Book and Manuscript Library

Low Memorial Library Rotunda
November 6-26, 1980

Appendix

FOREWORD

Columbia University's department of rare books was established on July 1, 1930, with Trustee approval, to provide the library system with the means of preserving and making available to students and scholars under appropriate conditions the library's growing number of rare materials. By thus forming a special department, Columbia was at the forefront among American universities in preparing for the increase in research resources necessitated by the growth in graduate education.

The first decade following the department's founding began with Professor David Eugene Smith's gift in 1931 of his impressive library and collection of manuscripts relating to mathematics and astronomy. George A. Plimpton, co-founder with Professor Smith of Columbia's first friends group, presented in 1936 his extensive collection of rare editions and medieval and renaissance manuscripts illustrating the history of learning and education.

In 1940 the library of the American Type Founders Company was acquired, and among its seventeen thousand items the single most important volume now in the Library — the 1458 *Canon Missae*, one of three recorded copies. Early in the 1940s the Gonzalez Lodge collection of Greek and Roman authors was received as a gift; and in the next two decades Mr. and Mrs. Solton Engel presented, in a series of splendid gifts, their collection of association books and first editions, including the exceptional copy of the first printed edition of Marco Polo's account of his voyages, issued in 1477, with the woodcut frontispiece portrait colored by hand at the time the volume was printed. The bequest of Mollie Harris Samuels, received in 1974, brought to the Library the nearly three thousand first editions, association books and manuscripts collected by her son, the late Jack Harris Samuels.

Our rare book resources have also been enriched through the frequent gifts made by individual donors, the Friends of the Libraries and members of the College Classes of 1923 and 1925. By means of the Friends Endowed Fund, established in 1966, we have added several important collections, as well as individual rarities in the fields of the humanities and the sciences.

From the abundance of gifts and acquisitions over the past fifty years we have selected for inclusion in this anniversary exhibition fifty books, manuscripts and art works which are important as cultural documents and which also represent the strengths of our resources for scholarly research. They are tributes to the collectors whose generosity has been responsible for these resources, which now number nearly a half million volumes and eleven million manuscripts.

Kenneth A. Lohf
Librarian for Rare Books and Manuscripts

Cover illustration: Portrait of Marco Polo from the first printed edition of his voyages, 1477. (no. 11)

EARLY PRINTED BOOKS AND MANUSCRIPTS

1. **Bartholomaeus Anglicus.** *The Propirtees of Thinges.* Manuscript, ca. 1440, 388 leaves. English translation by John of Trevisa of the thirteenth century encyclopedia *De Proprietatibus Rerum,* most likely the copy used by Wynkyn de Worde in 1495 for the first printed English edition. *Gift of George A. Plimpton.*

2. **Bible.** *Mamusse Wunneetupanatamwe Up-Biblum God . . . .* Cambridge: Samuel Green and Marmaduke Johnson, 1661-1663. The Eliot Indian Bible, the first Bible printed in America, translated into the language of the Massachusetts Bay Indians by the missionary minister John Eliot. *Gift of Mrs. Seth Low Pierpont.*

3. **Bible. New Testament.** *Revelation.* [Mainz: Printer of the 42-line Bible (Johann Gutenberg), ca. 1454-1455]. *The Revelation of St. John the Divine* forms the last eight leaves of the *Biblia Latina,* or Gutenberg Bible. *Gift of the Mary Flagler Cary Charitable Trust.*

4. **Catholic Church.** *Canon Missae.* [Mainz: Johann Fust and Peter Schoeffer, 1458]. 9 of 12 leaves. From the library of the American Type Founders Company. One of three recorded copies, printed on vellum with the initials in three colors and bound in a missal printed by Peter Schoeffer in 1484.

5. **Cuneiform clay tablet.** 1900-1600 B.C. The mathematical text of this tablet in Old Babylonian script resembles the Pythagorean numbers of the Greek philosopher and mathematician. *Gift of George A. Plimpton.*

6. **Arthur Golding.** *A Morall Fabletalke.* Manuscript, before 1570, 97 leaves. English translations or adaptations of Aesop's fables, written by the Elizabethan translator of Ovid. *Gift of the Class of 1923.*

7. **Herodotus.** [Title in Greek]: *Herodoti libri novem quibus Musarum indita sunt nomina . . .* Venice: Aldus Manutius, 1502. Erasmus's copy of the first edition, with his autograph on the verso of the final leaf and marginal annotations in his and another hand throughout. *Gift of George A. Plimpton.*

8. **Homerus.** [*Works* in Greek]. Florence: Bernardus Nerlius, Nerius Nerlius, and Demetrius Damilas, 9 Dec. 1488 [not before 13 Jan. 1488/89]. First collected edition of Homer's works. *Bequest of Gonzalez Lodge.*

9. **Homerus.** [*Works* in Greek]. Venice: Aldine Press (Andreas Asulanus), 1517. 2 volumes. Presentation copy from Philip Melancthon to Martin Luther, with Melancthon's annotations throughout. *Gift of George A. Plimpton.*

10. **Omar Khayyám.** [Title in Arabic: *Treatise on Algebra and Trigonometry*]. Manuscript, ca. 12th century, 56 p. Arabic text by the eleventh century Persian astronomer and poet, bound in a collection of works by Arabic scholars and translations from Greek authors. *Gift of David Eugene Smith.*

11. **Marco Polo.** *Das Puch des Edelñ Ritters uñ Landtfarers Marcho Polo.* Nuremberg: F. Creussner, 1477. From the library of the Earl of Crawford. One of eleven recorded copies of the first printed edition of Marco Polo's account of his voyages, with a contemporary hand-colored woodcut portrait of the author. *Gift of Solton and Julia Engel.*

LATER PRINTED BOOKS

12. **Wystan Hugh Auden.** *Poems.* [n.p.]: S.H.S. [i.e. Stephen H. Spender], 1928. William Plomer's copy of Auden's first book, with the autograph of the novelist on the fly-leaf. *Bequest of Mollie Harris Samuels.*

13. **Lyman Frank Baum.** *The Wonderful Wizard of Oz.* With Pictures by W.W. Denslow. Chicago: George M. Hill, 1900. First edition, first issue, inscribed by the author to his sister several months before publication. *Gift of Solton and Julia Engel.*

14. **Elizabeth Barrett Browning.** *Sonnets.* Reading: (Not for Publication), 1847 [i.e. London, ca. 1893], Thomas J. Wise dated this forgery, known as the "Reading Sonnets," three years earlier than the true first appearance of "Sonnets from the Portuguese." *Albert Ulmann Fund.*

15. **Samuel Taylor Coleridge.** *Sibylline Leaves.* London: Rest Fenner, 1817. First edition, inscribed on the title-page to the poet's friend William Hood. Coleridge's handwritten corrections in this copy provided the texts used in later editions. *Friends Endowed Fund.*

16. **Charles Dickens.** *A Christmas Carol in Prose; Being a Ghost Story of Christmas.* With Illustrations by John Leech. London: Chapman & Hall, 1843. First edition, first issue. Presentation copy, inscribed with a long note to Frank Powell, a young boy, on March 13, 1844. *Bequest of Hilda Ward.*

17. **Maxime Du Camp.** *Egypte, Nubie, Palestine et Syrie; Dessins Photographiques Recueillis Pendant les Années 1849, 1850 et 1851 . . .* Paris: Gide et J. Baudry, 1852. The first book published in France with photographic illustrations, printed from photographs taken by Du Camp on a trip to the Middle East with Gustave Flaubert. *Edward Epstean Fund.*

18. **James Joyce.** *Ulysses.* [Paris: Shakespeare and Co., 1930]. This copy of the eleventh printing was imported by Random House in 1933, seized by United States Customs, and marked by the District Attorney for use at the trial. *Gift of Bennett Cerf.*

19. **Rudyard Kipling.** *Schoolboy Lyrics.* Lahore: Civil and Military Gazette Press, 1881. Kipling's copy of his first book, autographed on the title-page. *Gift of Solton and Julia Engel.*

20. **John Masefield.** *Reynard the Fox; or, The Ghost Heath Run.* London: William Heinemann, 1919. No. 1 of 275 signed copies. Presentation copy from Masefield to his wife, inscribed on the fly-leaf, with watercolor and pen-and-ink drawings by the poet on 103 pages *Gift of Corliss Lamont.*

21. **Herman Melville.** *The Whale.* London: Richard Bentley, 1851. 3 volumes. From the library of Jack Harris Samuels. First edition, published approximately one month prior to the first American edition, entitled *Moby Dick,* the contract for which is in the Harper & Brothers Collection. *Bequest of Mollie Harris Samuels.*

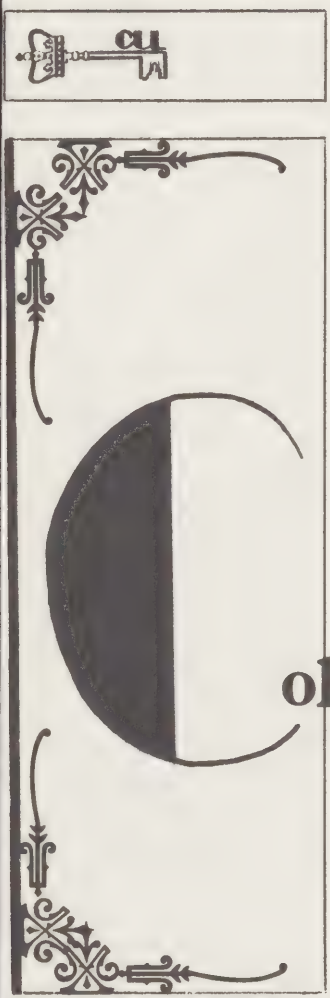
22. **Jean François Marie Arouet de Voltaire.** *Candide.* Illustrated by Rockwell Kent. New York: Random House, 1928. Copy No. P1; special hand-colored presentation copy, with an original watercolor drawing by Kent. Elmer Adler's copy of the first book with the Random House imprint, inscribed to him by Kent, Bennett Cerf, and others associated with its production. *Gift of John M. Crawford, Jr.*

23. **Walt Whitman.** *Leaves of Grass.* Brooklyn, New York, 1855. First edition, first issue. Moncure D. Conway's copy, inscribed by Whitman on the title-page. Laid in is an autograph letter from Whitman to Conway, July 21, 1870, enclosing a "verbatim copy" in Whitman's hand of Emerson's letter of July 21, 1855, praising *Leaves of Grass* in the highest terms. *Gift of Solton and Julia Engel.*

AUTOGRAPH LETTERS AND MANUSCRIPTS

24. **Béla Bartók.** *Rumanian Folk Music.* Autograph manuscript, [ca. 1942], 607, 667, 331 pp. After he left Hungary in 1940, Bartók continued his research in folk music at Columbia University, culminating in the posthumous publication of this collection of instrumental and vocal melodies, and accompanying commentary. *Gift of Béla Bartók.*

25. **Hector Berlioz.** *Nocturne.* Autograph manuscript, [Paris, ca. 1830], 4 p. An unpublished song for two sopranos with guitar accompaniment, the composer's only piece scored for that instrument. *Gift of the Friends in Memory of Roland Baughman.*



columbia university libraries

operating statistics

1980–1981

COLLECTIONS

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	5,112,559
Serials titles received	59,196
Microfilms (reels)	132,135
Microtext (physical units, excluding microfilms)	2,147,917
TOTAL Microform units	2,280,052

PROCESSING

Volumes added (gross)	113,313
Volumes withdrawn	17,214
Volumes added (net)	96,099
Periodical titles added (gross)	1,946
Other serial titles added (gross)	401
Serials and periodical titles discontinued	1,848
Volumes bound commercially	39,542
Catalog cards produced	612,077

STAFF (budgeted figures)

Number of professional staff (FTE)*	140
Full-time supporting and regular part-time supporting and supervisory staff (FTE)	281
Students and other hourly workers at FTE	109
TOTAL FTE	527

*Includes several professional positions other than librarians.

CIRCULATION

Loans to individuals	1,449,565
Loans to Columbia libraries	42,341
Loans to non-Columbia libraries including affiliates	10,145
TOTAL CIRCULATION	1,502,051

EXPENDITURES

Salaries and wages	$6,940,844
Fringe benefits	1,318,413
Books, journals, and materials	2,785,598
Commercial binding	220,998
Other: Office supplies, equipment, computing costs, etc.	887,984
TOTAL EXPENDITURES:	$12,153,837

COLUMBIA UNIVERSITY LIBRARIES COLLECTION SIZE (as of June 30, 1981)

Humanities & History Division	1,888,501
Science & Engineering Division	493,576
Social Sciences Division	688,284
Distinctive Collections	2,042,198

MAJOR ACADEMIC LIBRARIES COLLECTION SIZE

UNIVERSITY	VOLUMES
1 Harvard	10,260,571
2 Yale	7,579,121
3 Illinois	6,091,125
4 Calif., Berkeley	5,927,773
5 Michigan	5,345,918
6 Columbia	5,112,559
7 Stanford	4,813,393
8 Texas	4,702,122
9 Toronto	4,631,645
10 Chicago	4,441,312

PRINCIPLE OFFICERS OF THE LIBRARIES
1982

Vice-Pres. & Univ. Librarian:
Patricia Battin

Assoc. Univ. Librarian & Director of Library Resources:
Erle P. Kemp

Director of Library Services:
Merrily E. Taylor

Director of Library Technical Support:
James E. Fall

Assistant Univ. Librarian for Planning:
Jerome Yavarkovsky

Assistant Univ. Librarian for Personnel:
Frederick Duda

Avery Librarian:
(acting, Charling Fagan)

East Asian Librarian:
(acting, Paula Kaufman)

Health Sciences Librarian:
Rachael Goldstein

Law Librarian:
James I. Hoover

Rare Book & Ms. Librarian:
Kenneth A. Lohf

Chief, Bibliographic Control Division:
Laura Cummings

Chief, Humanities & History Division:
Mary Lou Lucy

Chief, Preservation Division:
Carolyn Harris

Chief, Science & Engin. Division:
Maxine Reneker

Chief, Social Science Division:
(acting, Merrily E. Taylor)

Chief, Support Division:
Mary Jane Pobst

THE FRIENDS OF THE COLUMBIA LIBRARIES

COUNCIL

Mr. Gordon N. Ray, Chairman
Mr. James Gilvarry, Vice-Chairman
Mr. Kenneth A. Lohf, Sec.-Treas.
Mrs. Walker O. Cain
Mr. John M. Crawford, Jr.
Mr. John F. Fleming
Mr. Helmut Friedlaender
Mrs. Donald F. Hyde
Mr. George M. Jaffin
Mr. Hugh J. Kelly
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Mr. Franklin H. Kissner
Mr. Donald S. Klopfer
Dr. Corliss Lamont
Mr. Francis T.P. Plimpton
Dr. Dallas Pratt
Dr. Morris H. Saffron
Mrs. Franz T. Stone
Mr. Carl Woodring

Patricia Battin, ex-officio

Columbia University
in the City of New York
New York, N.Y. 10027

THE LIBRARIES

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(acting, Paula Kaufman)

Health Sciences Librarian:
Rachael Goldstein

Law Librarian:
James I. Hoover

Rare Book & Ms. Librarian:
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THE LIBRARIES

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columbia university libraries

operating statistics

1980–1981

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date October 28, 1981

To Group Directors, Division Chiefs, Library Heads

Subject Statistics for the Columbia University Libraries
July 1, 1980-June 30, 1981

Attached you will find copies of Change in Size of Collection Statistics, July 1, 1980-June 30, 1981, for standard printed materials and microforms. These figures were compiled from the Growth in Collection Statistics sheets supplied by the cataloging department and the green Change in Size of Collection sheets supplied by unit librarians. Copies of circulation statistics for this period, compiled from the pink Quarterly Circulation Reports, are included as well.

General statistics on collections, processing, staff, circulation, and expenditures have been prepared and are also included.

Please contact me if you have any questions.

Roberta Friedman

Roberta Friedman
Office of the University Librarian

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COLUMBIA UNIVERSITY LIBRARIES

Statistics for the Year Ending June 30, 1981

Collections

Volumes cataloged or otherwise prepared for use (excluding manuscripts, pictures, phonograph records, architectural drawings, etc.)	5,112,559
Serials titles received	59,196
Microfilms (reels)	132,135
Microtext (physical units, excluding microfilms)	2,147,917
Total microform units	2,280,052

Processing

Volumes added to collections (gross)	113,313
Volumes withdrawn from collections	17,214
Volumes added to collections (net)	96,099
Periodical titles added (gross)	1,946
Other serial titles added (gross)	401
Serials and periodical titles discounted	1,848
Volumes bound (commercial only)	39,542
Catalog cards produced	612,077

*Includes several professional positions other than librarians.

Staff (Budgeted Figures)

Number of professional staff (FTE)*	135
Full-time supporting and regular part-time supporting and supervisory staff (FTE)	289
Students and other hourly workers at FTE	109
TOTAL FTE	533

Circulation

Loans to individuals	1,449,565
Loans to Columbia libraries	42,341
Loans to non-Columbia libraries, including affiliates	10,145
TOTAL CIRCULATION	1,502,051

Expenditures

Salaries and wages	$ 6,940,844
Fringe benefits	1,318,413
Books, journals, and materials	2,785,598
Binding (commercial only)	220,998
Other (including office supplies, equipment, and computing costs)	887,984
TOTAL EXPENDITURES	$12,153,837

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION STATISTICS

JULY 1, 1980 - JUNE 30, 1981

HUMANITIES AND HISTORY DIVISION			
Butler Library (Central Stacks)		234,542	
Instructional Library:			
Burgess Carpenter	51,954		
College	146,336		
Philosophy	5,095	203,385	
Interlibrary Loan		6,068	
Library Service Library		26,558	
Microform Reading Room		2,283	
Music Library		133,704	
Paterno Library		2,409	
Reference		10,390	
TOTAL:			619,339
SCIENCE AND ENGINEERING DIVISION			
Biological Sciences Library		12,665	
Chemistry Library		9,566	
Engineering Library		36,302	
Geology Library		5,753	
Geoscience Library		3,992	
Mathematics Library		18,004	
Physics Library		14,674	
Psychology Library		24,525	
TOTAL:			125,481
SOCIAL SCIENCE DIVISION			
Business Library		115,332	
Documents Service Center		4,807	
Journalism Library		14,043	
Lehman Library*		49,378	
Social Work Library**		53,675	
TOTAL:			237,235
ADMINISTRATIVE AND DISTINCTIVE COLLECTIONS			
Avery Library		125,455	
Columbiana		220,573	
East Asian Library		34,212	
Health Sciences Library		79,861	
Law Library		46,670	
Rare Book and Manuscript Library		6,597	
Ware Library		6,628	
TOTAL:			519,996
TOTAL CIRCULATION OF COLUMBIA UNIVERSITY LIBRARIES:			1,502,051

*Includes Lehman Reserves

**Includes Social Work Reserves

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1980 TO JUNE 30, 1981

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1980	Total Added	Total Withdrawn	Net Change	June 30, 1981
Humanities and History Division					
Butler Library *					
Central Stacks	1,433,928	24,824	1,881	22,943	1,456,871
Graphic Arts Collection	13,420	303	0	303	13,723
Instructional Library					
Burgess-Carpenter Library	141,895	5,002	1,275	3,727	145,622
College Library	53,507	129	33	96	53,603
Philosophy Library	13,274	97	43	54	13,328
Library Service Library	92,216	2,008	707	1,301	93,517
Music Library	52,520	736	140	596	53,116
Paterno Library	19,456	226	3	223	19,679
Reference Collection	36,464	1,343	567	776	37,240
TOTAL: HUMANITIES & HISTORY DIV.	1,858,482	34,668	4,649	30,019	1,888,501
Science and Engineering Division					
Biological Sciences Library	43,068	732	2,565	-1,833	41,235
Chemistry Library	34,441	650	326	324	34,765
Engineering Library**	172,462	976	683	293	172,755
Geology Library	78,098	688	26	662	78,760
Geoscience (Lamont) Library	19,478	358	5	353	19,831
Mathematics Library	24,661	436	184	252	24,913
Physics Library	23,213	695	40	655	23,868
Psychology Library	26,197	404	0	404	26,601
Science Library	71,802	322	1,276	-954	70,848
TOTAL: SCIENCE & ENGINEERING DIV.	493,420	5,261	5,105	156	493,576
Social Science Division					
Business Library	324,899	5,122	1,320	3,802	328,701
Documents Service Center	38,583	14,117	1,463	12,654	51,237
Journalism Library	13,728	229	61	168	13,896
Lehman Library	168,516	11,980	315	11,665	180,181
Social Work Library	109,902	4,584	217	4,367	114,269
TOTAL: SOCIAL SCIENCES DIVISION	655,628	36,032	3,376	32,656	688,284
Distinctive Collections					
Avery Library	119,189	2,474	65	2,409	121,598
Fine Arts Library	69,126	1,906	42	1,864	70,990
Ware Library	7,353	456	0	456	7,809
East Asian Library	434,648	11,342	793	10,549	445,197
Health Sciences Library	359,421	7,633	532	7,101	366,522
Law and International Law Library	619,374	9,348	2,649	6,699	626,073
Rare Book and Manuscript Library	380,378	3,140	3	3,137	383,515
Columbiana	19,441	1,053	0	1,053	20,494
TOTAL: DISTINCTIVE COLLECTIONS	2,008,930	37,352	4,084	33,268	2,042,198
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,016,460	113,313	17,214	96,099	5,112,559

*Includes Browsing collection of 2,179.

**Includes Computer Center Library holdings.

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1980 - JUNE 30, 1981
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/81	Net Added	6/30/81	Net Added	6/30/81	Net Added	6/30/81	Net Added	6/30/81
Humanities & History Division										
Library Service Library *	61	568	201	1,064	--	--	--	--	217	1,632
Microform Reading Room **	2,085	87,109	7,906	156,063	--	59,776	587	315,170	10,578	618,118
Music Library	10	952	--	846	--	3,957	--	--	10	5,755
Paterno Library	--	--	--	--	--	--	--	--	--	--
TOTAL: HUMANITIES & HISTORY DIV.	2,111	88,629	8,107	157,973	--	63,733	587	315,170	10,805	625,505
Science and Engineering Division										
Biological Sciences Library	4,116	4,121	729	729	--	--	--	--	4,845	4,850
Chemistry Library	154	942	133	242	--	1,403	--	--	287	2,587
Engineering Library ***	550	6,119	59,383	881,126	--	--	--	--	59,933	887,245
Geology Library	--	3	8	23	--	--	--	--	8	26
Geoscience (Lamont) Library	15	460	--	733	--	5,152	--	--	15	6,345
Mathematics Library	--	140	16	130	--	--	--	--	16	270
Physics Library	--	31	17	18	--	316	--	--	17	365
Psychology Library	9	107	--	2,255	--	--	--	--	9	2,362
Science Library	--	111	--	--	--	--	--	--	--	111
TOTAL: SCIENCE & ENGINEERING DIV.	4,844	12,034	60,286	885,256	--	6,871	--	--	65,130	904,161
Social Science Division										
Business Library	583	3,201	34,411	157,626	--	43,122	--	--	34,994	203,949
Documents Service Center	13	1,022	25,130	158,155	--	--	5	195,128	25,148	354,305
Journalism Library	53	1,352	--	--	--	--	--	--	53	1,352
Lehman Library	658	13,752	1,112	79,900	--	1,235	--	--	1,770	94,887
Social Work Library	1	14	38	3,247	--	--	--	--	39	3,261
TOTAL: SOCIAL SCIENCE DIV.	1,308	19,341	60,691	398,928	--	44,357	5	195,128	62,004	657,754
Distinctive Collections										
Avery Library	33	210	65	66	--	--	--	--	98	276
Fine Arts Library	23	78	120	211	--	--	--	--	143	289
East Asian Library	197	9,020	--	4,935	--	--	--	--	197	13,955
Health Sciences Library	11	46	236	904	--	--	310	600	557	1,550
Law Library	95	2,016	5,669	23,579	--	17,000	--	33,206	5,764	75,801
Rare Book & Manuscript Lib.	22	610	--	--	--	--	--	--	22	610
Columbiana	--	151	--	--	--	--	--	--	--	151
TOTAL: DISTINCTIVE COLLECTIONS	381	12,131	6,090	29,695	--	17,000	310	33,806	6,781	92,632
TOTAL CHANGE IN SIZE OF COLLECTIONS:	8,644	132,135	135,174	1,471,852	--	131,961	902	544,104	144,720	2,280,052

*Includes Graphic Arts Collection holdings.
**Includes General Reference and Genral Library holdings.
***Includes Computer Center Library holdings.

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

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Date September 11, 1981

To Group Directors, Division Chiefs, Library Heads

Subject Change in Size of Collections Statistics, July 1, 1979 - June 30, 1980

Attached you will find draft copies of Change in Size of Collection Statistics July 1, 1980 - June 30, 1981 for standard printed materials and microforms. If you have any comments or corrections please submit them to me no later than September 18, 1981.

Please note that these statistics are compiled from the Growth in Collection Statistics sheets supplied by the Cataloging department and the green Change in Size of Collection sheets supplied by unit librarians.

Thank you for your cooperation in this matter.

Roberta Friedman

Roberta Friedman
Office of the University Librarian

DRAFT 9/10/21

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1980 TO JUNE 30, 1981

SUMMARY SHEET: STANDARD PRINTED MATERIALS

	July 1, 1980	Total Added	Total Withdrawn	Net Change	June 30, 1981
Humanities & History Division					
Butler Library					
Central Stacks	1,435,730	24,824	1,881	22,943	1,458,673
Graphic Arts Collection	13,420	303	0	303	13,723
Instructional Library					
Burgess-Carpenter Library	141,895	5,002	1,275	3,727	145,622
College Library	53,507	129	33	96	53,603
Philosophy Library	13,274	97	43	54	13,328
Library Service Library	92,216	2,008	707	1301	93,517
Music Library	52,520	736	140	596	53,116
Paterno Library	19,456	226	3	223	19,679
Reference Collection	36,464	1,343	567	776	37,240
TOTAL: HUMANITIES & HISTORY DIV.	1,858,482	34,668	4,649	30,019	1,888,501
Science & Engineering Division					
Biological Sciences Library	43,068	732	2,565	-1833	41,235
Chemistry Library	34,441	650	326	324	34,765
Engineering Library	172,462	976	683	293	172,775
Geology Library	78,098	688	26	662	78,760
Geoscience (Lamont) Library	19,478	358	5	353	19,831
Mathematics Library	24,661	436	184	252	24,913
Physics Library	23,213	695	40	655	23,868
Psychology Library	26,197	404	0	404	26,601
Science Library	71,802	322	1,276	-954	70,848
TOTAL: SCIENCE & ENGINEERING DIV.	493,420	5,261	5,105	156	493,576
Social Science Division					
Business Library	324,899	5,122	1,320	3,802	328,701
Documents Service Center	38,583	14,117	1,463	12,654	51,237
Journalism Library	13,728	221	61	168	13,896
Lehman Library	168,516	11,980	315	11,665	180,181
Social Work Library	109,902	4,584	217	4,367	114,269
TOTAL: SOCIAL SCIENCES DIVISION	655,628	36,032	3,376	32,656	688,284
Distinctive Collections					
Avery Library	119,189	2,474	65	2,409	121,598
Fine Arts Library	69,126	1,906	42	1,864	70,990
Ware Library	7,353	456	0	456	7,809
East Asian Library	434,648	11,342	793	10,549	445,197
Health Sciences Library	359,421	7,633	532	7,101	366,522
Law and International Law Library	619,394	9,348	2,649	6,699	626,073
Rare Book and Manuscript Library	380,378	3,140	3	3137	383,515
Columbiana	19,441	1,053	0	1,053	20,494
TOTAL: DISTINCTIVE COLLECTIONS	2,008,930	37,352	4,084	33,268	2,042,198
TOTAL CHANGE IN SIZE OF COLLECTIONS:	5,016,460	113,313	17,214	96,099	5,112,559

* Includes Browsing collection of 3,981.
** Includes Computer Center Library Holdings.

DRAFT 9/10/81

COLUMBIA UNIVERSITY LIBRARIES

CHANGE IN SIZE OF COLLECTIONS: JULY 1, 1980 - JUNE 30, 1981
SUMMARY SHEET: MICROFORMS

	MICROFORM REELS		MICROFICHES		MICROCARDS		MICROPRINTS		ALL MICROFORMS	
	Net Added	6/30/81	Net Added	6/30/81	Net Added	6/30/81	Net Added	6/30/81	Net Added	6/30/81
Humanities & History Division										
Library Service Library *	61	568	201	1,064	—	—	—	—	217	1,632
Microform Reading Room **	2,085	87,109	7906	156,063	—	59,776	587	315,170	10,578	611,118
Music Library	10	952	—	846	—	3,957	—	—	10	5,755
Paterno Library	—	—	—	—	—	—	—	—	—	—
TOTAL: HUMANITIES & HISTORY DIV.	2,111	88,629	8,107	157,973	—	63,733	587	315,170	10,805	625,505
Science & Engineering Division										
Biological Sciences Library	4,116	4,121	729	729	—	—	—	—	4,845	4,850
Chemistry Library	154	942	133	242	—	1,403	—	—	287	2,587
Engineering Library ***	550	6,119	59,383	881,126	—	—	—	—	59,933	887,245
Geology Library	—	3	8	23	—	—	—	—	8	26
Geoscience (Lamont) Library	15	460	—	733	—	5,152	—	—	15	6,345
Mathematics Library	—	140	16	130	—	—	—	—	16	270
Physics Library	—	31	17	18	—	316	—	—	17	365
Psychology Library	9	107	—	1,255	—	—	—	—	9	2,362
Science Library	—	111	—	—	—	—	—	—	—	111
TOTAL: SCIENCE & ENGINEERING DIV.	4,844	12,034	60,286	885,256	—	6,871	—	—	65,130	904,161
Social Science Division										
Business Library	583	3,201	34,411	157,626	—	43,122	—	—	34,994	203,949
Documents Service Center	13	1,022	25,130	158,155	—	—	5	195,128	25,148	354,305
Journalism Library	53	1352	—	—	—	—	—	—	53	1,352
Lehman Library	658	13,752	1,112	79,900	—	1,235	—	—	1,770	74,887
Social Work Library	1	14	38	3,249	—	—	—	—	39	3,261
TOTAL: SOCIAL SCIENCE DIV.	1,308	19,341	60,691	398,928	—	44,357	5	195,128	62,004	657,754
Distinctive Collections										
Avery Library	33	210	65	66	—	—	—	—	98	276
Fine Arts Library	23	77	120	211	—	—	—	—	143	288
East Asian Library	197	1,022	—	4,935	—	—	—	—	197	13,955
Health Sciences Library	11	46	236	904	—	—	310	600	557	1,550
Law Library	95	2016	5,669	23,579	—	17,000	—	33,206	5,764	75801
Rare Book & Manuscript Lib.	22	615	—	—	—	—	—	—	22	610
Columbiana	0	151	—	—	—	—	—	—	—	151
TOTAL: DISTINCTIVE COLLECTIONS	381	12,131	6,090	29,695	—	17,000	310	33,806	6,781	92,632
TOTAL CHANGE IN SIZE OF COLLECTIONS:	8,644	132,135	135,174	1,471,852	—	131,961	902	544,104	144,720	2,280,052

* Includes Graphic Arts Collection holdings

** Includes General Reference and General Library holdings.

*** Includes Computer Center Library holdings

COLUMBIA UNIVERSITY

INTERDEPARTMENT MEMORANDUM

Date July 16, 1981

To Division and Department Heads (Distribution lists 1 and 2)

Subject Annual Reports for 1980/81

As you know, the annual report each unit prepares has proven many times to be valuable both as an historical record and as a planning aid. In preparing your annual reports, you may use the structure below and a checklist narrative format if you wish. Where applicable, route one copy through the appropriate Division Head. Please leave a left hand margin of at least half an inch to allow for binding. This is especially important on statistical tables, where in the past certain data has often been so close to the edge of the sheet that it has been obscured by the binding.

1. Summary of the Year's Work

This is the brief narrative record of the year's activities. It should summarize accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Reference, instructional, and data base services;
- Catalog production, catalog maintenance, indexing, and bibliography preparation;
- Circulation, reserves, and interlibrary loan;
- Monograph and serial collection development, processing, and preservation;
- Administration;
- Staffing or training;
- Physical environment;
- Equipment.

2. Future Prospects

It is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The items listed in the Summary of the Year's Work or any other appropriate categories may be used to present these items.

3. Additional Reports

In this section, please include any statistical material, exhibits, or reports which will enhance the annual report. We will coordinate the preparation of the annual circulation and change in size of collections reports separately, so these need not be included.

Sincerely yours,

Roberta Friedman

Roberta Friedman
Assistant to the University Librarian

Columbia University in the City of New York | *New York, N.Y. 10027*

VICE PRESIDENT AND
UNIVERSITY LIBRARIAN

535 West 114th Street

July 16, 1981

MEMORANDUM

To: Division and Department Heads (Distribution lists 1 and 2)

Subject: Annual Reports for 1980/81

Because of change of personnel in my office, we neglected to send out the annual request for annual reports. Since I believe that annual reports are like library books -- due whether or not you receive a notice -- I am sure most of you have already prepared your reports for this year. Therefore, I am asking that you submit your report no later than August 31, 1981. This submission date will make it possible for the Division Chiefs and Group Directors to prepare the basic outline for the University Librarian's annual report before the pressures of the new semester change our priorities. I really appreciate your cooperation in preparing this important historical record of the Columbia University Libraries.

Sincerely yours,

Pat

Patricia Battin

Columbia University in the City of New York

THE LIBRARIES

Date 1/28

To Mary

From Alice

- ☐ for your reply direct
- ☐ for your recommendation
- ☐ for appropriate action
- ☑ for your information
- ☐ what should I reply?
- ☐ to note and return
- ☐ at your request
- ☑ for your file

In case you get any questions about exhibit dates in the office, this should answer them.

A29 (567) C

RARE BOOK & MANUSCRIPT LIBRARY

SPRING 1981 EXHIBITS

Low Library Rotunda:

Feb. 6 - Feb. 27 - DIZZY AND BEACONSFIELD: An exhibition marking the centenary of the death of Benjamin Disraeli

3d Floor, Butler Library:

now through Feb. 20 - Posters by Edward Penfield

Feb. 26 - May 31 - Gerhart Hauptmann: His Career and his visit to Columbia in 1932

Rare Book Reading Room, 654 Butler Library:

now through Feb. 2 - "Friends among the Soldier Poets": Wilfred Owen and Siegfried Sassoon Correspondence

Feb. 3 - exhibit for Prof. Jane Rosenthal's class

Feb. 4 - exhibit for Prof. Huehnergard: cuneiform tablets

Feb. 5 - Feb. 25 - Rabbi Bruno Italiener and the Darmstadt Haggadah

Feb. 26 - - exhibit for Prof. C. Andersen's class

RARE BOOK & MANUSCRIPT LIBRARY

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1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293 ~~July~~	46 5,178.79	210 5,841.36	6 6,191.98	—	4 604.82	17,816.95
297 ~~August~~	28 4,245.00	5 2,815.00	2 4,460.77	—	2 108.85	11,629.62
299 ~~September~~				2 2,000.00	1 35.70	2,035.70
485 ~~October~~	1 50.00			1 50.00		100.00
482 ~~November~~	15 9,073.00					9,073.00
483 ~~December~~	1 310.00					310.00
484 ~~January~~	8 3,695.00					3,695.00
490 ~~February~~	5 2,425.00	5 2,948.78				5,373.78
497 ~~March~~	8 15,075.00					15,075.00
534 ~~April~~	8 4,400.00	3 2,096.05				6,496.05
536 ~~May~~		1 2,170.00				2,170.00
June						
TOTALS	120 44,451.79	40 15,871.19	8 10,652.75	3 2,050.00	7 749.37	73,775.10

11,629.62

421-0 533 0

General Fund

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	6 $ 646.31	16 $3086.64	2 $3658.0			$ 7,391.05
August	7 $ 257.12	3 $258.90				$ 516.02
September	13 Gissing, Riding Berlioz, Newgold Ripperly $2,146.86	1 Sitwell $225.00	1 Masefield 57.50 (ca $135.00)			$ 2,505.84
October	4 $427.50	3 Tambimuttu $1941.82			2 Bullard postage $211.11	$ 2,580.43
November	4 $180.00		1 Sitwell $850.00			$ 1,030.00
December	7 $421.00	3 Sitwell $329.00	2 Waugh M. Field $1550.00			$ 2,300.00
January	2 $125.00				2 Bartlett - postage, envelopes, cumulated $393.71	$ 518.71
February						—
March						—
April						—
May	3 $975.00					$ 975.00
June						
	46 5,178.79	26 5,841.36	6 6,191.98	—	4 604.82	17,818.75

Allocation: $18,000.

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July					1 Peter Rose Print $75.00	$ 75.00
August						—
September						—
October						—
November						—
December	2 Riding Wain $799.00					$ 799.00
January	2 (Allen Ginsberg) $343.00	1 Stafford $300.00				$ 643.00
February	4 Jeffers Fliscus $1265.00 Bread+Puppet	1 Sitwell $180.00				$1,445.00
March	17 14 Eng. Rep. $950.00	1 Payne $2250.00	1 $3710.77		1 $33.85	$6,944.62
April	3 Gelbart $888.00	2 Ginsberg $ 85.00	1 $ McSwain 750.00			$1,723.00
May						—
June						
						—
TOTALS	28 4,245.00	5 2,615.00	2 4,460.77	—	2 108.85	11,629.62

Bolmer in Fund 6/9/80: $10,007; as of 3/2/81, $19,121

Appraisals

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September					Crystal Tower $ 35.70	$ 35.70
October						—
November						—
December						—
January				1 $1250.00		$1250.00
February						—
March						—
April						—
May				1 $ 750.00		$ 750.00
June						
						—
TOTALS				2 2,000.00	1 35.70	2,035.70

2035.7

Allocation $2,000

Bakhmeteff Fund (Books)

$4920.37 bal. June 30, 1980

2074. alloc. July 1, 1980

$6994.37 avail 1980-81

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October	1 $ 50.00					$ 50.00
November						—
December						—
January						
February				$ 50.00		$ 50.00
March						—
April						—
May						
June						
						—
TOTALS	1 50.00			1 50.00		100.00

Allocation: $ 2,074

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						
June						
						—
TOTALS						0

Allocation: 0

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	4 $2625.00	Guericke Rivard Tarquet Euclid				$ 2,625.00
August	6 $4588.00	Galileo Zurcon Marchetti				$ 4,588.00
September						—
October						—
November						—
December	2 Kindermann Beccaria $ 550.00					$ 550.00
January						
February	2 $910.00					$ 910.00
March	1 Cassini $400.00					$ 400.00
April						—
May						
June						
						—
TOTALS	15 9,073.00					7,763.00 + 55 + 1,155 (1,555) = 9073.00

Allocation: $9,318

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September	1 $310.00 Newbert					$ 310.00
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						
June						
TOTALS	1 310.00					310.00

Allocation: #310.

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	7 $3095.00	Bible Latin Kristian				$ 3,095.00
August						—
September						—
October						—
November	1 $ 600.00					$ 600.00
December						—
January						—
February						—
March						—
April						—
May						
June						
TOTALS	8 3,695 00					3,695 00

Allocation: # 3,740.

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	4 Zola, Douglas Bonnet Bazar Daily $1725.00	4 $2698.78	Bellow Radiguet Lamps			$ 4,423.78
August						—
September	1 Hemenway $ 700.00					$ 700.00
October		1 $250.00				$ 250.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						
TOTALS	5 2,425.00	5 2,948.78				5,373.78

Allocation: # 5,393

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $8,050.00	Lucretius Paulus Venetus				$ 8,050.00
August						—
September	3 $5,650.00	Grant Vergil				$ 5,650.00
October						—
November	2 $1,375.00	Tambaco				$ 1,375.00
December						—
January						—
February						—
March						—
April						—
May						
June						
						—
TOTALS	$ 15,075.00					15,075.00

Allocation: $ 15,086

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
TOTALS						

Friends Endowment

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 Harris, Wilde Gaither $1550.00	3 $2096.05	Thomas Darnell Campbell			$ 3,646.05
August						—
September	1 Stowell $ 850.00					$ 850.00
October	1 Sandy $ 750.00					$ 750.00
November	3 $1,250.00	Carver Stowell Kelly				$ 1,250.00
December						—
January						—
February						—
March						—
April						—
May						
June						
						—
TOTALS	8 4,400	3 2,096.05				5,496.05

Allocation: $6,560.

1980/81	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July		1 Cassett $2170.00				$ 2,170.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						
June						
						—
TOTALS		1 2,170.00				2,170.00

Allocation: $ 2,170.

Introduction

Columbia University's department of rare books was established on July 1, 1930, with trustee approval, to provide the library system with the means of preserving and making available to students and scholars under appropriate conditions the library's growing number of rare materials. By thus forming a special department, Columbia was at the forefront among American universities in preparing for the increase in research resources necessitated by the growth in graduate education. From its beginnings in the 1930's as an assemblage of special collections ~~that~~ included the E. R. A. Seligman ~~Collection on the History of Economics~~, ~~the~~ Stephen Whitney Phoenix ~~Library~~, ~~the~~ Samuel S. Dale ~~Library on Weights and Measures~~, ~~the~~ David Eugene Smith ~~Collection on the History of Mathematics~~ and ~~the~~ George A. Plimpton ~~Collection on the History of Education~~ -- the Rare Book and Manuscript Library has grown in the half-century to a half-million printed books, fifty thousand volumes and photographs, several hundred thousand pieces of ephemera and more than twelve million manuscripts. It has become one of the major resources for scholarship in the country, thus fulfilling the promise that led to its founding fifty years ago.

The anniversary itself was celebrated in an exhibition, "Fifty Treasures from Fifty Years," which opened in the Low Library Rotunda at the Friends fall dinner meeting on ~~Thursday evening~~, November 6. ~~The~~ Anne Whitehouse's cover story "Rare Pleasures," in the fall issue of Columbia: The Magazine of Columbia University provided a lively account of the history, the resources and the researchers that are unique to our specialized unit of the library system.

Renovation and Building Project. ~~In keeping with its mission of improving services, as well as resources,~~ the Rare Book and Manuscript Library has this year embarked on a major renovation and building project that will provide new public areas and exhibition space. ~~The major portions of the~~ Renovation will take place on the sixth and eighth floors of Butler Library in areas already occupied by the various parts of the Library or contiguous with those areas. These much-needed new quarters will provide

ADDRESSOGRAPH PLATES

For the following plate file, please take the indicated action. Date: _____

A. The file:

Friends

Membership file _____

Col. Lib. Cols. subscription file _____

Other _____

Archons

Members on current mailing list _____

Other members _____

B. Action to be taken:

XXXXXXXXX Make plate(s) for new additions to the file.

_____ Make revised plate(s) and withdraw old plate(s).

_____ Withdraw the existing plate (the person is deceased or has withdrawn from membership. If a subscriber to CLC, the subscriber has not renewed the subscription.).

C. The names and addresses:

RETURN THIS REQUEST WHEN THE PLATES HAVE B[illegible] RECORDS CAN B[illegible] KEPT UP TO DATE. THANK YOU.

facilities for the readers and the public, and will include on the sixth floor an exhibition room, rare book reading room and reference room, donors room and offices for the Librarian and staff. The north elevator on the east side will be extended to the eighth floor, providing a public entrance to the new manuscript reading room (currently room 801 Butler Library). The north corridors on the eighth and ninth floors will be remodeled to provide additional shelving and processing areas, and room 833 will be redesigned as offices for the manuscript department.

A major responsibility of the Librarian during the past year has been the raising of funds for the project, estimated ~~at~~ to cost $1.3 million. As of June 30, approximately $1 million had been received or pledged ~~for the new quarters~~, a figure which includes two major individual gifts, ~~that of~~ from Alan and Margaret Kempner designated for the exhibition room, and from Corliss Lamont for the rare book reading ~~and XXXXXX~~ room. ~~Efforts in this area will continue during 1981-1982 until the remainder of the necessary funds are raised~~. Potential donors who were approached have responded most gratifyingly, sharing our belief that, while Columbia's long standing committment to rare books and manuscripts, ~~while long standing,~~ has been tardy in full realization of the potential, ~~and that~~ the present project offers the best possibility for improving the University Libraries' standing and image in ~~this area~~ the eyes of its constituents.

ADDRESSOGRAPH PLATES

For the following plate file, please take the indicated action. Date: _____

A. The file:

Friends

Membership file _____

Col. Lib. Cols. subscription file _____

Other _____

Archons

Members on current mailing list _____

Other members _____

B. Action to be taken:

XXXXXXXXX _____ Make plate(s) for new additions to the file.

_____ Make revised plate(s) and withdraw old plate(s).

_____ Withdraw the existing plate (the person is deceased or has withdrawn from membership. If a subscriber to CLC, the subscriber has not renewed the subscription.).

C. The names and addresses:

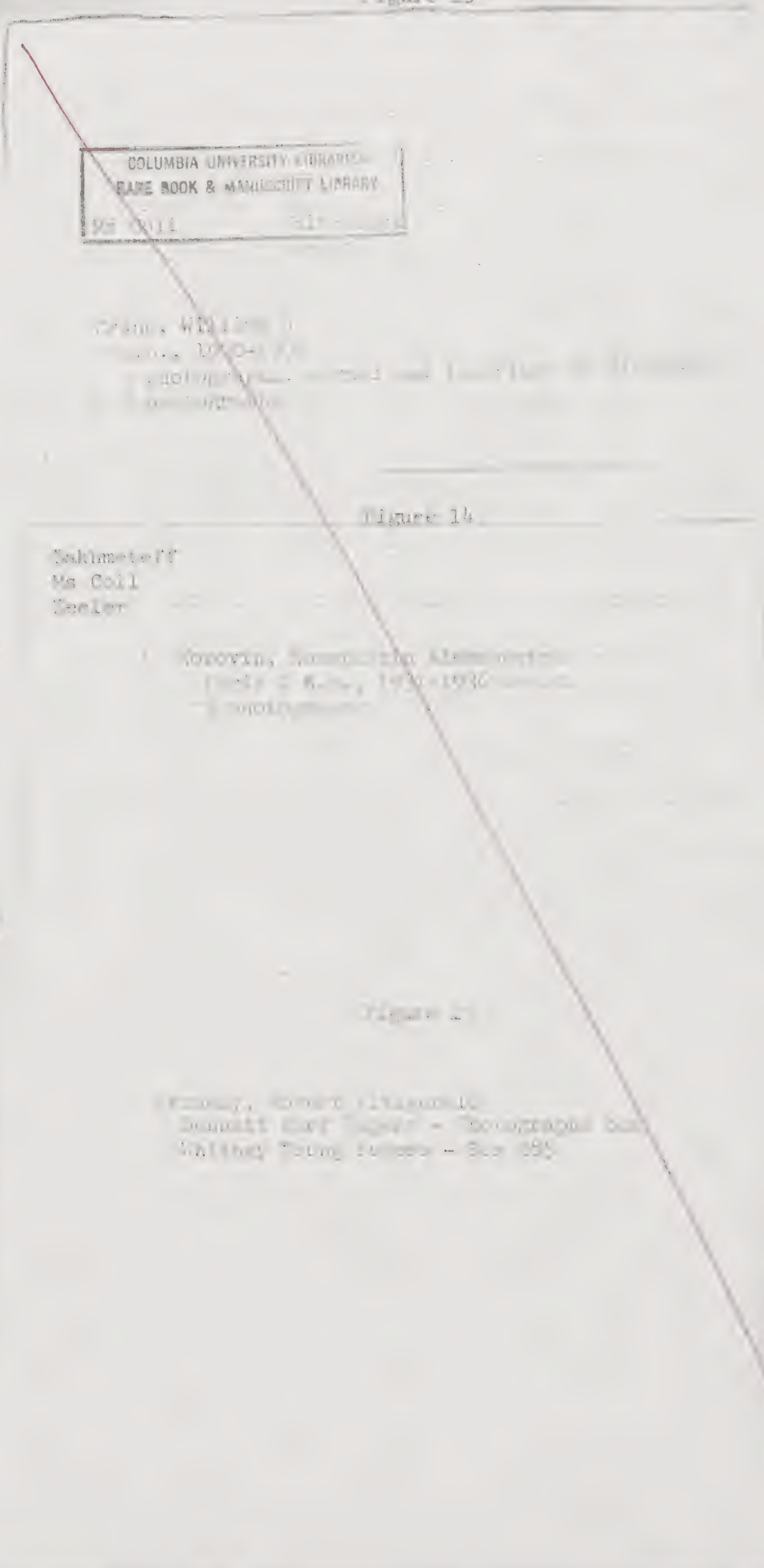
RETURN THIS REQUEST WHEN THE PLATES HAVE BEEN MADE SO RECORDS CAN BE KEPT UP TO DATE. THANK YOU.

I. Summary

The fiftieth anniversary of the founding of the Rare Book and Manuscript Library was ~~marked~~ celebrated at the fall meeting of the Friends held in the Low Library Rotunda on Thursday evening, November 6. For the occasion ~~the staff~~ an exhibition ~~was mounted~~, "Fifty Treasures from Fifty Years," and a catalog prepared (see appendix), which gave recognition to the benefactions made by individual donors and the Friends which strengthened ~~considerably~~ our resources for scholarly research. A reception in the Low Library Rotunda on Thursday afternoon, February 5, 1981, opened the exhibition, "Dizzy and Beaconsfield," which commemorated the one hundredth anniversary of Benjamin Disraeli's death, and which displayed first editions, manuscripts, portraits and memorabilia from the collection donated by Mr. William B. Liebmann. Completing the Friends' 1980-1981 activities, the Bancroft Awards Dinner was held on Thursday evening, April 2, 1981, with chairman Gordon N. Ray, presiding.

Dr. Dallas Pratt, having served as editor of Columbia Library Columns since its founding in 1951, retired from this position during the spring of 1981. The Librarian for Rare Books and Manuscripts was appointed by the Council of the Friends to succeed Dr. Pratt as editor, and Mr. Rudolph Ellenbogen was appointed as Assistant editor.

Figure 13



COLUMBIA UNIVERSITY LIBRARIES
RARE BOOK & MANUSCRIPT LIBRARY

Figure 14

Sakhnoteff
Ms Coll
Seeler

Grants and Projects

Two projects funded by government grants were carried on ~~through~~ during 1980-1981. The first of these, funded under the Strengthening Research Library Resources Program of the U. S. Department of Education (Title II-C), was a grant of $35,000 to clean, deacidify, restore, strengthen and ~~XXXXXX~~ prepare color slides of 1,084 of the most ~~important examples of~~ significant American and English literary and art posters in the Engel Collection. This project, ~~which was~~ completed in ~~October~~ November 1980, was described, along with four similar projects in the other distinctive collections, in the publication The Libraries: Research Materials Preservation and Access, and is reviewed elsewhere in this annual report by Mr. Ellenbogen.

The second project, supported by a grant of $158,085 from the National Endowment for the Humanities, is for the processing, cataloging and description of the Bakhmeteff Archive of East European History and Culture. ~~A project~~ An archivist and bibliographic assistant have been hired for the thirty-month project, and as of June 30 (approximately nine months after the start of the project)/~~nearly one-third of the holdings, comprising 108~~ work on 114 collections and approximately 146,000 items, has been completed. Mr. Corrsin has reviewed the project in greater detail ~~in~~ elsewhere in this annual report.

COLUMBIA UNIVERSITY LIBRARIES
RARE BOOK & MANUSCRIPT LIBRARY

Gifts

~~Several records were established in the Rare Book and Manuscript Library this year.~~ The total appraised and estimated value of gifts in kind reached a record $677,276, which is nearly ~~seventy thousand dollars~~ more than the former record which was achieved in 1976-1977. ~~In addition, the Bakhmeteff Archive recorded gifts totaling $36,945.~~ 192 separate donations Included in the ~~gifts~~ were approximately 728,729 manuscript items and 2,433 books. Prominent among the collections acquired are the William Russell Grace Papers, the Charles Ascher Papers, the Michael Florinsky Papers, the Mrs. Ray Schuster family gift of papers of the publisher, M. Lincoln Schuster, the Ella Winter Papers, the Sophie Grynberg bequest of Nabokov and Edmund Wilson letters and inscribed first editions, additions to the James Oliver Brown Papers, the William J. McGill Papers, the records of the Alexander Hamilton Publication Project, the Virgil Thomson literary manuscripts, the first installment of the library of the late Professor Ralph Rusk received from his widow, and the Willia Cather collection of first editions donated by Mrs. Solton Engel.

In addition, the Bakhmeteff Archive recorded gifts totaling $36,945, which included 9,614 letters, manuscripts, photographs and memorabilia. 19 separate

The number of manuscript items acquired represent a 7% increase in our total holdings, which now stand at _____.

These donations and all other notable acquisitions received during the year have been described in "Our Growing Collections" in each issue of Columbia Library Columns.

COLUMBIA UNIVERSITY LIBRARIES
RARE BOOK & MANUSCRIPT LIBRARY

L.H.D. 1458

Purchases. $73,755 was expended for the purchase of 120 rare editions, 8 collections of papers and printed materials, and 40 individual manuscripts and autograph letters. Of this amount $62,146 represented budgeted funds((including binding, periodical and appraisal allotments totaling $8,500). In addition, $11,630 was expended from the duplicates fund, which made possible the acquisition of 28 volumes, 5 manuscripts and 2 collections of papers.

Exhibitions. Our annual program of public exhibitions, prepared and installed by Alice Schreyer, reference librarian/bibliographer in the RBRR, on the third floor of Butler Library and the Rotunda of Low Memorial Library included the following exhibits:

add attached exhibits

The "Fifty Treasures from Fifty Years" exhibition was opened at the time of the fall dinner meeting of the Friends on November 6, 1980. It featured the most important books, manuscsripts and letters and art works acquired during the fifty years since the founding of the Rare Book and Manuscript Library on July 1, 1930. An eight-page folding leaflet described the items in the exhibition. A catalog, an eight-page folding leaflet, was printed for distribution to Friends, donors and other interested individuals, and funded jointed by the Rare Book and Manuscript Library and the Service Progaram Development Office.

Books, manuscripts and art works were lent to the following institutions for major exhibitions: the Delaware Art Museum; the Grolier Club; the Grey Gallery at New York University, the Nickle Arts Museum at the University Calgary, Canada.

COLUMBIA UNIVERSITY LIBRARIES

Personnel Office *Memorandum*

1,2,5,6,8 December 31, 1980

TO: Division, Department and Section Heads

SUBJECT: Supervisory, Confidential and Technical Position Vacancy

FROM: Jane Hunt, Personnel Assistant

The following position will soon be open. Libraries staff wishing to apply should forward a note to Jane Hunt, 213 Butler Library, within the posting period below.

POSTING PERIOD: January 5 - January 9, 1981

Job #182
Supervisor VII - Engineering Library

Under general direction of the Engineering Librarian, responsible for daily access services and technical support operations which include circulation, reserves, interlibrary loan, monograph and serial ordering and processing, and the Technical Reports Center. This includes responsibility for supervision of 15-20 student assistants in these areas, as well as 3 supporting staff members. Position assists in planning, conducting user surveys, organizing and interpreting statistics, handling questions and complaints on library policies and procedures and answering routine reference inquiries. Some weekend and/or evening hours may be required.

QUALIFICATIONS Some college required, degree preferred. Successful supervisory experience (or experience in assigning, revising and training) and strong organizational ability required. Public service experience and title-page knowledge of German desirable. A card filing test will be given.

Rare Book and Manuscript Library
EXHIBITS
July 1, 1980 - June 30, 1981

Butler Library

Belgian Art Books & Prints Exhibited on the Occasion of the 150th Anniversary of the Country	June 20 - Sept. 16, 1980
Gifts 1980	Sept. 19 - Dec. 12, 1980
Posters by Edward Penfield	Dec. 15 - Feb. 13, 1981
Gerhart Hauptmann: His Career and his visit to Columbia in 1932	Feb. 26 - May 31, 1981
Benjamin Disraeli Centenary	June 15 - Sept. 16, 1981

Low Rotunda

Fifty Treasures from Fifty Years: An exhibition commemmorating the fiftieth anniversary of the Rare Book and Manuscript Library	November 6 - 26, 1980
Dizzy and Beaconsfield: An exhibition marking the centenary of the death of Benjamin Disraeli	February 6 - 27, 1981
A Selection of Medieval and Renaissance Manuscripts at Columbia University	March 31 - April 11, 1981
Perspectives on Jewish Messianism: An Exhibition of Rare Books and Manuscripts from the Judaica Collections of the Columbia University Libraries	April 13 - 24, 1981

Staffing and Training. The permanent professional staff of the Rare Book and Manuscript Libarary has remained stable, a factor that has contributed to the high level of service given to our patrons and the continuing good relations we experience with our donors. On October ~~, 1980,~~ Mrs. Olha della Cava was appointed as project archivist under the grant received from the National Endowment in the Humanities and described more fully elsewhere in the report. Miss Susan Summer was appointed full-time bibliographic assistant under the same grant.

II Future projects → see p. 7a

~~Because~~ use of the manuscript collections and archives continues at a high rate, and ~~because~~ acquisitions have increased each year from 5% to 10% during the past decade due largely to the needs and recommendations of the teaching departments and professional schools. This has placed considerable strain on ~~our~~ current small professional staff ~~in this area~~, with a consequent buildup of arrearages and perforce less registering and inventorying of manuscript collections ~~which will eventually decrease our scholarly effectiveness~~. If we are to maintain ~~those~~ high standards which students and scholars have come to expect of us we shall have to add another professional position to assist in the processing and cataloging of manuscript collections to make this aspect of our work more efficient and ~~more thorough~~ effective.

When the new quarters are completed on the sixth floor for the public rooms of the rare book department, our space for exhibition, reference and reading room operations will increase ~~considerably~~ greatly. The result will undoubtedly be greater use of our facilities by students, faculty, visiting scholars and tour groups, and ~~we shall~~ it will be necessary have to provide greater security coverage, additional exhbitions on our new premises (along with those on the third floor of Butler Libray), and more sophisticated reference assistance. It will be essential to add another professional position in the rare book department to provide these augmented services during all of the hours we are open to service.

Kenneth Lohf
801 Butler Library

COLUMBIA UNIVERSITY LIBRARIES

Personnel Office *Memorandum*

1,2,5,6,8 December 31, 1980

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QUALIFICATIONS Some college required, degree preferred. Successful supervisory experience (or experience in assigning, revising and training) and strong organizational ability required. Public service experience and title-page knowledge of German desirable. A card filing test will be given.

Future Prospects. Some of our most serious problems, reported in earlier reports, remain with us: lack of stability in the air conditioning in the Butler Library stacks; our arrearages of uncataloged books remain at an alarmingly high level; and lack of staff, and the to give consistent and proper care to the collections in such areas as lactating and oiling; and decrease in the number of volumes bound by the commercial binder and in the local library bindery. The proposed new quarters for the Rare Book and Manuscript Library, outlined elsewhere in this report, will mark a large step forward in the improvement of our facilities and the services we provide for students and scholars in the areas for which we have responsibility for the library system.

The new quarters, our increased resources, and the demands upon these resources have exerted significant pressure on our existing professional staff.

Ms Coll
Eleanor Robson Belmont

Uncataloged papers:

100th Birthday year correspondence	Boxes 1 &
Misc. correspondence: A - Z & unidentified	Box 1B
E.R. Belmont's writings: Misc. manuscripts & documents	
Christopher Rand (playscripts with related correspondence & notes)	
The fabric of memory (autobiography with related correspondence & notes)	Box 2
In the next room (playscripts with related correspondence & notes)	
"Poetry" - with related materials	Box 2A
Speeches - with related materials	Box 3
Subjects: Adopt-a-family Committee of the Community Service Society	Box 3
American Women of Achievement Award	
Belmont horses & horse-breeding	Box 4
Burnett, Frances Hodgson	
The Cape Cod Canal - dissertation by William James Reid	
Colonial Dames in the State of New York, The National Society of	
Columbia University	
Community Service Society - Health Committee	
East Harlem Health Center - Welfare Council	
The Educational Dramatic League - The Educational Players	
Edward VIII - The Prince of Wales - The Duke of Windsor	
Elitch Gardens Theater (Denver)	
The Hundred Year Association of New York, Inc.	Box 5
Lowell, Amy	
Medicine and the changing order - The New York Academy of Medicine	
The Metropolitan Opera	
Moravian Seminary and College for Women, Bethlehem, PA	
Motion Picture Research Council	
N - misc.	Box 6
The National Achievement Award	
New York University	
Nurses' House	
Nursing - New York Hospital	
Nursing - Practical Nurses	
Perry family genealogy (Mrs August Belmont Sr. - Commodore Matthew Calbraith Perry)	
Red Cross	
Rochester, University of	Box 6A
Roosevelt, Edith Kermit Carow (Mrs Theodore)	
Roosevelt, Theodore	
Shakespeare Memorial Theater	
Shaw, George Bernard	
Unemployment insurance	Box 7
Unemployment relief	
Welfare Council of New York City	
Women's National Republican Club, Inc.	
Yale University	
Zangwill, Israel - Merely Mary Ann	
Printed misc; photographs; bookplates & dies:	Boxes 8-9
Academic regalia	Boxes 10-
Awards & diplomas	Box 12 &
	Oversize folde

See also following page.

Rare Book Department
1980-81

Bibliographic Control

The Rare Book holdings have been increased this year by 3,414 volumes through purchase and gift (including those from Gifts and Exchange and those ~~purchased~~ acquired with non-departmental funds). Our arrearages — after deducting 1,783 monographs and 142 serials added, 79 volumes added as second copies, 263 duplicates sold, 1,516 volumes sent to other departments and 322 volumes put into collections "not to be cataloged" — stands at 56,137. The number of Rare Book monographs cataloged increased by 656 over the previous year. The increase was primarily the result of the additional work done by an excellent GA/BA.

In an attempt to prepare for the eventual cataloging of the Plimpton collection and to give some subject access to the collection, we have begun creating a shelflist which will be in dewey call number order. Approximately 2,400 cards were typed for the letters A-D.

Reference and Circulation

~~Almost~~ Nearly 3,000 readers came this year to use 6,597 books and 1,947 manuscripts. Professors Christiane Anderson, Jane Rosenthal and John Huehnergard brought their classes for lectures on 16th century German book illustration, Medieval and Renaissance manuscripts and cuneiform tablets. ~~Classes~~ Seminars from the Graduate Department and the School of Library Science also ~~were~~ viewed

by members of the professional staff.

lectured ~~to~~. In addition, the staff ~~assisted in setting~~ prepared ~~up~~ exhibits in the reading room for these classes. Exhibits in Low Library Rotunda of Hebrew books and manuscripts ~~set up~~ organized by Prof. Yerushalmi, and of Medieval and Renaissance manuscripts ~~set up~~ for the Medieval Academy organized by Prof. Rosenthal required many hours of reference work on the part of the professional staff, as did the exhibit organized by Deutsches Haus on Gerhart Hauptmann displayed in the Butler third ~~floor~~rfloor exhibit area. (Exhibits ~~done~~ organized and installed under departmental auspices are covered elsewhere in this report.) Many hours of reference work was also devoted to staff memebers of the Cooper-Hewitt Museum for an exhibit to be shown in the Fall entitled "Writing and Reading." ~~to which Columbia is lending many items of interest, including cuneiform tablets, epigraphy specimens, ostraca, tally sticks, horn books, arabic manuscripts as well as books and manuscripts.~~

Preservation and Binding

	1979-80	1980-81
Commericial		
Rare	93	84
Other	79	47
CUL Bindery		
Special repairs	56	2
Special Board portfolios	160	69
Regular Board portfolios	265	104
Pambinding	17	15
Rare Book Processing		
Gaylords	702	489
Lactating & Oiling	0	0

For the fifth consecutive year the number of rare books that have been sent to the fine binder has declined. For FY 76-77, 169 books were ~~sent to European Bookbinders for work.~~ bound or rebound; This year half the number were treated. Other commerical binding of reference materials remains at about the same level (FY 76-77 42 v.) Without additional funds, conservation activities already minimal will come to a virtual halt. For the second year no books were lactated and oiled, treatment A shortage of GA staff, ~~is primarily the reason for this.~~ CUL bindery work for the department also decreased. ~~To some extent,~~ particularly in ~~the last quarter,~~ shortage of the appropriate staff ~~prevented~~ additional board portfolios from being produced, ~~but even so this figure would most probably have been at least one hundred below last years figure.~~

The past year saw the completion of the Title II-C project for preservation of the Engle Posters. In this project almost 1,000 posters were deacidified, cleaned, restored and photographed. Many of the larger posters were encapsulated in mylar for additional protection. Aproximately 7,500 posters remain to be restored.

In prepartation for the renovation of the Rare Book and Manuscript Library all of the epigraphy specimens were moved down June. Many of these, formerly stored on the open shelf have now been placed in boxes for additional protection. New map cases were ~~ordered and delivered~~ purchased enabling us to deframe and safely store the Lincoln and Art Collections in acid free folders.

The importance of proper environmental controls in the preservation of rare books and manuscripts is widely known. The control of the environment during the past year in the

Rare Book Room and stacks has been abysmal. During the forty-six days that we were open between 7 July 1980 and 9 September the temperature was 80° or higher on twenty nine days, and 85° or higher occurred 7 days. During the winter months the temperature was 80° or warmer on twenty seven days that we were open. On January 12 the temperature dropped to 53°; three days later it was 17° warmer; eight days later on 20 January the temperature reached 81°, 28° warmer. On 27 January the temperature reached 86°, 33° warmer, and the next day it plunged 14°. On twenty-two of the last twenty-six days of FY 80-81 the temperature was 80° or warmer. In addition, there were numerous large fluctuations in temperature. Unless the environment is brought under control irreparable damage will continue to occur to the materials. For the record it should be pointed out that during the summers of 1976, 1977 and 1979 the temperature never went above 79°. (Summer of 1978 temperature exceed 80° four times). During FY 79-80 the temperature never went above 80°.

Staffing

For the second consecutive year, GA staff hours allotted have gone unused. Of the ~~xxx~~ 3,000 hours allotted, only 2,364 were used this year (compared with 2,032 ~~xxxx~~ last year). During the Fall & Spring semesters ~~the~~ approximately 20% of hours were unfilled. With such shortages necessary tasks such as lactating and oiling of leather volumes ~~must be~~ have to be left undone. In addition, support staff and the professional staff are used to accomplish lower level tasks. ~~During the year there was much turn over in GA staff, most of whom left for higher paying jobs~~ Michael Bereza who had been on the staff for five years was promoted from CA III Desk attendant to a position in the Physic Library. At the end of June, this position was still not permanently filled.

Bakhmeteff Archive Annual Report, 1980-81

Bibliographic Control. In June 1980, the National Endowment for the Humanities awarded Columbia a thirty-month, $158,685 grant to aid in the organization and description of the Bakhmeteff Archive. The project got effectively under way in October 1980, with the hiring of the two additional full-time staff members provided for in the grant: an archivist (Olha della Cava) and a bibliographic assistant (Susan Cook Summer). Along with the curator, the Archive's staff included several student general assistants: Michael Naydan (since September 1979), Jane Nicklin (December 1979-January 1981), Samuel Starr (February-April 1981), and Philip Swoboda (~~from~~ May 1981~~to~~ date).

Collections chiefly from O through S were processed, with a total of approximately 146,489 manuscript and other items; of these items 5,670 received full cataloging. Among the most important collections ~~that were~~ arranged and described were the papers of Columbia professor emeritus Michael T. Florinsky; papers of Russian liberal leader and social activist Sofiia Panina (1871-1956); papers of Paul, Prince Regent of Yugoslavia in 1934-41 (1893-1976); manuscripts of the Research Programs on the USSR and on the History of the Communist Party of the Soviet Union; records of the Russian Children's Welfare Society (Obshchestvo Pomoshchi Russkim Detiam za Rubezhom); and manuscripts of Russian writer Evgenii Zamiatin (1884-1937).

Acquisitions. Approximately 9,614 items, including manuscript materials, photographs, and printed works, were added to the Archive's holdings by gift or bequest. The most important new collections included: correspondence of Roman Grynberg (d. 1970), chiefly from Vladimir Nabokov and Edmund Wilson; correspondence and other items of Simon Lissim (1900-81), artist and theatrical designer; playscripts collected by Hungarian-born play broker Edmond Pauker (1888-1962; gift of New York Public Library); and papers of

Columbia professor emeritus George Shevelov.

Among important additions to existing collections were correspondence and manuscripts of Michael T. Florinsky; legal publications, chiefly Soviet, from the library of John Hazard, Columbia professor emeritus; and, for the papers of Prince Paul of Yugoslavia, a portrait of Russian diplomat Prince Aleksandr Gorchakov, painted in Vienna in 1855 (gift of Mrs. Harriet Hoptner).

Reference and Circulation Services. Use of the Archive by researchers has continued to grow. In 1980-81, 53 researchers used the Archive's collections, consulting approximately 203,270 items. Comparative figures for 1978-79 and 1979-80 were 30 readers and 41,000 items, and 42 readers and 91,000 items, respectively. Readers, chiefly professors and graduate students, came from several European countries, Israel, Canada, and Australia, as well as from Columbia University and many other institutions in the United States. Collections which were consulted most often included the papers of Grigorii Aleksinskii, Pavel Miliukov, George Vernadsky, Volodymyr Vynnychenko, and the manuscripts of the Research Programs on the USSR and on the History of the Communist Party of the Soviet Union.

In the area of outreach, the curator spoke to a Russian literature colloquium and to a reference librarians' meeting at the University. He also wrote, for the November 1980 issue of Columbia Library Columns, "The American Red Cross in Revolutionary Russia," using the Thomas D. Thacher and Allen Wardwell collections in the Archive.

Professor Marc Raeff, head of the Archive's Administrative Committee, has advised on the credentials of scholars visiting the Archive, and has also aided the Archive in the area of acquisitions, both locally and in Europe.

Future Plans. The most important item for 1981-82 is the continuation of the arrangement and description of collections, with the aid of the NEH grant. The primary goal of the project, which runs through 1982, is to arrange and describe the collections, thus making them truly accessible for scholars for the first time. The staff also plans, under the grant, to prepare a repository guide (publication of a guide is not, however, provided for in the grant); prepare an exhibit at the end of the grant period; and develop a subject and name index to the collections.

Stephen D. Corrsin, Curator

The Columbiana Library

Paul R. Palmer

During most of 1980/81, the Columbiana Librarian has continued to consolidate and improve the rearrangements of the collection from the moves made last summer in the basement in Low Library and from room 209 Low to the fourth floor north gallery. These moves themselves have gone smoothly, but they have necessitated considerable checking and adjustments to make the collection usable and the arrangement logical. For the most part, this has benefited readers with more efficient service, although there is sometimes a delay in delivering material to the reader when the Librarian is on duty alone and material is requested from the fourth floor gallery or from the basement. During much of the year, the Librarian has also worked in the Rare Book and Manuscript Library cataloging the College Papers, as well as doing some processing of certain Brander Matthews Dramatic Library materials. The Librarian has continued to give lectures and tours to Columbia students and to visitors from almost every state in the country, as well as to individuals and groups from many foreign countries. The King's College Room continues to be an attraction to people desiring talks about the collection and the history of the University. Most individuals come to Columbiana, however, to do serious research on important Columbia alumni, faculty and administrators. Many are scholars completing research for books and articles to be published in academic journals of campus and New York newspapers. Visual as well as historical information is sought by these researchers.

Collection development and maintenance: In the current year, the Librarian added 40,800 clippings and pamphlets to the verticle files, and 1,475 photographs

and prints. 781 books and 108 serials were also added. Many fine Columbia medals, plates, and other mementoes were also added, the gifts of faculty members and alumni and President Michael I. Sovern and other administrators of the University.

Reference and Circulation Services: 1,692 readers visited the Columbiana Library in 1980/81. This is the number of registered visitors, and does not include numerous faculty members, administrative officers and other University personnel who generally do not register to use the collection, nor does the figure include visitors who drop in to ask routine questions or who wish to look at exhibitions. 1,746 reference questions were answered by the Librarian, and 289 reference letters were written. These figures do not include the assistance given to the offices of the President and Vice Presidents, the University Secretary, reference librarians, deans' offices, the Office of Art Properties, the alumni offices, and the Office of Public Information. The personnel associated with these offices make frequent inquiries and request data regarding the University and persons associated with it. The Librarian also gave considerable assistance to the editors and writers of University publications, such as Columbia, Columbia College Today, Spectator, The Columbia University Record, etc., supplying them with information, photographs, and other graphic material. Several departments and Schools, notably the School of Architecture, are celebrating anniversaries, and they have requested help in verifying data and locating visual materials concerning their respective records and histories. The Librarian also advised and assisted a number of departments with the selection and loan of materials, printed and graphic, for a number of publication projects and displays, one being a display set up in the Empire State Building on a semi-permanent loan.

Library Operations and Administration: The year has found the Librarian and his part-time assistant occupied with rearranging the shelving, shifting of materials, and shelf-reading due to the major moves mentioned above. These are most important tasks, as they have ~~possibly~~ never been undertaken ~~before~~ thoroughly in the history of the collection. These ~~necessary~~ tasks proceed slowly because of limited staff, but they result in dramatic improvement of service and quality of the collection. The Librarian also continues to revise the catalog and shelf list to remove errors or inconsistencies which have accumulated over the years, and he is ~~trying to be~~ completing certain sets of periodicals and serials that have long remained incomplete. The Ad Hoc Faculty Committees' readings for Faculty tenure appointments continue to be held on reserve in Columbiana, and the service has, for the first time, been extended into the summer months in addition to the winter and spring periods. The Librarian assisted the office of the Dean of the College and the Columbia University Bookstore in the preparation of various publications that they issued during the year. Similar service is now being extended to the Office of Visitors' Services, which is preparing a new information pamphlet. The Librarian has set up several exhibits in the new case placed in the Library during the current year, and he currently is cooperating with the Alumni Office of the College with an exhibition for the purpose of helping the College to raise funds.

Future Projects: The Librarian looks forward to another year of selective and careful growth and refinement of the Columbiana Library, and its collections. ~~and to continued service with all readers, administrators and scholars who come to him for information or advice.~~ It would be desirable to extend the hours of opening ~~Columbiana to include morning as well as afternoon hours, as on those~~ for

Future Projects: The Librarian looks forward to another year of selective and careful growth and refinement of the Columbiana Library and its collections. It would be desirable to extend the hours of ppening to include morning as well as afternoon hours, for the Librarian has frequently been requested by scholars and University administrators to provide assistance and information in the mornings both by personal visits and by telephone. Extending the hours of of opening modestly would enable us to give prompt and thorough attention to our specialized clientele.

Manuscript Department [redacted] Draft See Shirley 1

Bernard R. Crystal

Reference and Circulation Services

The Manuscript Reading Room was very busy this year providing 2,244,948 manuscript items (excluding the Bakhmeteff Archive) to [redacted] graduate students, faculty, alumni and free lance [redacted]. This increase of 836,261 items has pushed use since over the 2,000,000 mark for the first time [redacted] 1976/77 when 2,181, 102 items were circulated. This year's figure is the highest in our history. During the 1960s, annual manuscript use averaged [redacted] 500,000 items, and [redacted] in the early 1970s the figures started climbing toward the 1,000,000 mark, peaking at over 2,000,000 items in mid-decade. Reader visits, including the Bakhmeteff Archive, continue to remain steady at 1,745. Oral History circulation, on the other hand, declined this year to 2,385 volumes from 1750 for last year. Special mention The use of one collection deserves special mention: The Community Service Society Papers accounted for ten percent of the circulation figures. Twenty-five readers made heavy use of the archives of this important New York City social service agency. Often two or more readers used the collection simultaneously and for extended periods of time. This meant not only heavy traffic in archival boxes back and forth from the stacks, but also extensive staff time to refile the large quantities of items removed by readers for photocopying. Indeed, photocopying increased dramatically this year to 48,704 exposures as compared to last year's figure of 26,166 exposures. One long projecting account for this increase was that of Professor Paul Neurath, University of Vienna, who had a grant [redacted] to photocopy all items from our Paul Lazarsfeld Papers for [redacted] the University of Vienna. Other researchers have come for shorter periods with grants that allowed them to work very intensively in our collections and to request extensive numbers of items to be photocopied, [redacted] This extraordinary increase in requests created a backlog in the spring semester and required us to extend our normally alotted photocopying time from 2 hours a day to 3 hours a day. Even so, the backlog was not [redacted] by the end of the academic year. This additional time has meant that less time was available to sort, process and catalog manuscripts because the

last year's total of 4,163 vols.

a larger part of its time

staff had to spend ~~more time~~ photocopying and refiling individual manuscript items.

Draft 2 (3)

Bibliographical Control. This year the Manuscript Department added 743,669 manuscript items by gift, purchase and transfer, (excluding the Bakhmeteff Archive) thus increasing its total holdings from 10,326,580 to 11,070,249 items. The total number of separate and distinct collections rose by 48 from last year's 926 to this year's total of 974. Cataloging of individual letters, manuscripts and documents (excluding the Bakhmeteff Archive) remained at the same level: 9,174 items this year, combined with 9,321 last year. The total number of manuscript items processed (excluding the Bakhmeteff Archive) in 1980/1981 was 774,089, an increase of 120,000 items over last year's figure of 654,000. Approximately one-third of the total, 273,300 items, were

significant additions to existing collections ranging from 25,000 items added to the papers of the late professor John H. Randall Jr. to 98,000 items added to the archives of the literary agent, James Oliver Brown. The latter represents an increasing trend of annual or biannual regular additions of non-current records from the publishers and literary agents whose archives we house. This year also saw the completion of a three year task of inventorying the records of the School of Library Service records stored in Closet C61. A temporary general assistant was hired in the Spring Semester to pack the files into archival boxes

and transfer them to our stacks.

In the course of examining the files as they were unpacked Among the records removed from storage were 8 separate collections which were processed and described by the staff. Included were the important archives of the New York State Library School and the Library School of the New York Public Library, historical links between Dewey's original School at Columbia College and today's modern School of Library Service. The past year has also seen the processing of several other large archival collections such as the American Bureau for Medical Aid to China, and the Alexander Hamilton Papers Publication Project. Of particular interest were three caches discovered in the attic of Fayerweather Hall by a graduate student in the Avery Architectural

Preservation Program which brought us significant additions to the
papers of the late professor Frederic Barry, [illegible] Eugene [illegible]

E

Columbia University in the City of New York | *New York. N.Y. 10027*

THE LIBRARIES

Butler Library

October 2, 1980

MEMBERSHIP COMMITTEE

I can report that since the last meeting of the Council, we have had 12 new memberships involving 19 individuals. The names are listed below:

Mr. James Oliver Brown (Literary agent)
Mr. Mihai Handrea (Pforzheimer librarian)
Mr. and Mrs. Hal F. Higginbotham, Jr. (Columbia librarian)
Mr. Kenneth E. Hill (Collector)
Ms. Carol H. Kimball (Library development office)
Mr. Bruce E. Langdon (Columbia Librarian)
Mr. and Mrs. Charles Kruger (Columbia Librarian)
Mr. and Mrs. Thomas Macioce (Columbia Trustee)
Mr. and Mrs. Fred Schreiber (Bookdealer)
Mr. and Mrs. Fritz Stern (University Provost)
Mr. and Mrs. Stephen Weissman (Bookdealer)
Mr. and Mrs. Walter Werner (Professor of Business)

The total number of memberships is 446, with 667 individuals.

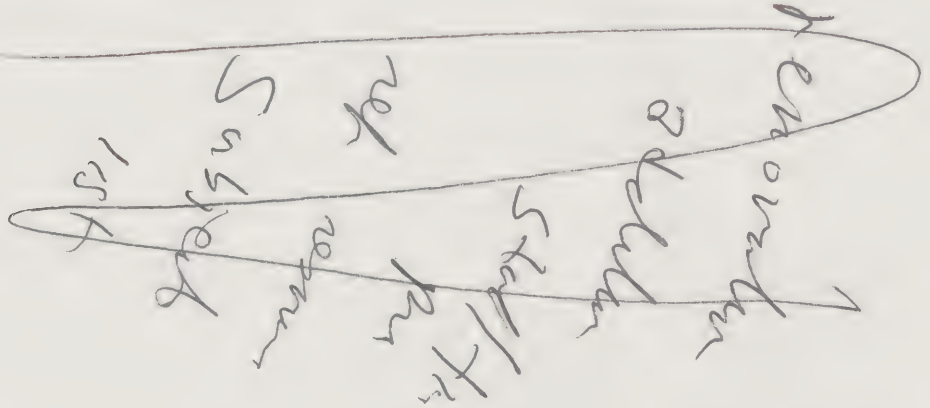
Dr. Morris Saffron
Chairman

Draft (4)

Preservation.

The heating, cooling, and ventilation of the Butler Library stacks has been erratic for a second year. During the early winter the stacks were underheated; during the later winter the stacks were overheated; when summer arrived the air conditioning and dehumidifying systems did not work at all. This fluctuation in temperature and and humidity is most detrimental to manuscripts which require as stable an environment as possible in order to retard deterioration of paper. In June the department was faced with its first major preservation crisis: the Sponable papers on the development of motion picture sound arrived in some 50 cartons after having been stored in a leaky garage for more than twenty years. When it arrived we discovered mould, insects, dead and alive, larvae, nests. Within 24 hours prepared an emergency plan of action to contain any insect or mould contamination to the small area of the stacks where the collection was stored, Mary B. Bowling with the assistance of Audrey Ross dropped all other projects and began cleaning each individual item as well as each page of the many research note books. This project will consume a great deal of staff time during the coming year to insure that the damage to this collection is arrested.

— that it was mouldy and infested with insects.



Staff.

The staff of the Manuscript Department has continued to perform at a high level and although there have been moments of anxiety when the processing backlog [illegible] their staff's appeared insurmountable, their resilience and high-spirited natures allowed them to forge ahead with their various projects. Mary B. Bowling juggles a variety of ongoing projects, Henry Rowen has reorganized several large collections to accommodate the large additions received this year and Audrey Ross has mastered the art of keeping abreast of the constant flow of photocopying orders.

In addition Ms. Bowling was elected Secretary-Treasurer of the Archivists' Round Table of Metropolitan New York and organized the March meeting held at Columbia.

Total value of gifts in kind: $677,275.95
(of which $216,924.45 is from Friends)

728,729 mss. items
2,433 bks, etc.

192 separate donations

BAR: gifts $36,945.
19 separate donations

9,614 mss., photos, etc.

Dups sold: 263 vols $12,501.29

Friends Dues: $30,390.
Dinner: $2,530.
Columns: $ 975.

Expenses: Columns: $15,862
Invitations: $1,256.
Entertainment: $2,792.55
4048.55

Columbia University in the City of New York

THE LIBRARIES

Date 10/3/80

To Mr. Lobl

From Mrs. Parlatian

- ☐ for your reply direct
- ☐ for your recommendation
- ☐ for appropriate action
- ☐ for your information
- ☐ what should I reply?
- ☐ to note and return
- ☒ at your request
- ☐ for your file

A29

To: OFFICE OF THE CONTROLLER
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Columbia University
New York, N.Y. 10027

Columbia University
TRAVEL VOUCHER

Voucher No. _____ (4 9)

TYPE NO. 30 (70 71)

Date 18 September 1980

NOTE: SEE REVERSE SIDE FOR INSTRUCTIONS.

Name Bernard R. Crystal

Address 801 Butler Library

Travel Period Covered:
Began 17 Sept. 1980 Hour 8:30am
Ended 17 Sept. 1980 Hour 6:30pm

Home Base: 531 West 217th St., N.Y.C., 10034

Purpose To inventory and evaluate the records of the Institute of General Semantics and the papers of its founder, Alfred Korzybski; many of his papers are already in the Rare Book and and Manuscript Library.

Itinerary New York City to Lime Rock, CT. via Saw Mill River Pkwy, Interstate 684, N.Y. 22, CT. 112 to Lime Rock, Ct. and return

Transportation:* See over	AIR TRAVEL CARD Number	AIR TRAVEL CARD Amount	Rail, plane, auto, etc.	Dollars	Cents
From New York City To Lime Rock, CT. and return xx			Fare	35	70
From To			Fare		
From To			Fare		
From To			Fare		
From To			Fare		

| | | |